

THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE



PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/137

13th March, 2025

VACANCY ANNOUNCEMENT

On behalf of UONGOZI Institute, Public Service Recruitment Secretariat, invites dynamics and suitable qualified Tanzanians to fill eight (08) vacant posts mentioned below.

1.0 UONGOZI INSTITUTE

The Institute of African Leadership for Sustainable Development, commonly known as UONGOZI Institute, is a regional leadership development hub operating under the Office of the President of the United Republic of Tanzania. Established in 2010 by the Governments of Tanzania and Finland, the Institute is dedicated to inspiring and equipping African leaders to deliver inclusive and sustainable solutions for their nations and the wider continent.

The Institute applies a holistic and mutually reinforcing approach to capacity development which recognises that leadership competencies are developed through a continuous, lifelong learning process. Its two strategic pillars – leadership and sustainable development – are addressed through four main areas: executive education, policy dialogues, action-oriented research, and technical support.

1.1 PROGRAMME DEVELOPMENT OFFICER – 1 POST

The Programme Development Officer supports the coordination in the design and development of the Institute's executive education programmes. This position is placed under the Executive Education Directorate.

1.1.1 REPORTING LINE(S)

This position reports to the Head of Programme Development.

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To prepare tools for assessment surveys and assist in the analysis of leadership capacity challenges for programme development and relevance;
- ii. To process participants' evaluation data for review of programmes' learning materials and methodologies to achieve relevance;
- iii. To gather data and information that will support the preparation of digital and physical instructional materials, including user's manuals and promotional materials;
- iv. To assist in the preparation of appropriate evaluation forms for specific programmes to get relevant inputs for programmes' quality and relevance;
- v. To review and process the Training Needs Assessments (TNA's) data to ensure client's needs are addressed;
- vi. To assist in the preparation, revision and development of programmes' manuals, presentations and guidelines;
- vii. To review consultants' training materials to maintain the agreed standards and reflect the Institute's brand;
- viii. To prepare departmental reports and data for performance monitoring of the programme fund.

1.1.3 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in one of the following fields: Education, Public Administration, Business Administration, Economics, Development Studies, Political Science, or Science and Technology field or equivalent related qualifications from recognised institutions. Must have work experience of at least three (3) years in adult education, learning and development.

1.1.4 EMPLOYMENT TERM - Contractual.

1.2 CAPACITY DEVELOPMENT OFFICER – 1 POST

The Capacity Development Officer supports the logistical arrangements in implementing the Institute's leadership capacity-building programmes. This position is under the Executive Education Directorate.

1.2.1 REPORTING LINE(S)

This position reports to the Head of Programme Delivery

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To gather data shared from Training Needs Assessments (TNA) for programme report generation;
- ii. To collect data for review and development of leadership development approaches and methodologies for the quality and relevance of the programmes;
- iii. To complete the Training Needs Assessment (TNA) forms to assist in gathering information and interpretation of results;
- iv. To prepare training learning materials (in print or softcopy) and other training tools/ equipment and arrange delivery to the training venues;
- v. To manage the registration of participants and logistical arrangements during the programme;
- vi. To prepare programme schedules and maintain the calendar;
- vii. To develop budgets of scheduled programmes for approval;
- viii. To draft letters and other correspondences to clients on various inquiries and budgets.
- ix. To assist in the identification, procurement and logistic arrangement of venues;
- x. To communicate with consultants and resource persons on their engagement level and session schedules;
- xi. To coordinate compensation of resource persons as per contract agreements;
- xii. To prepare and input data for the maintenance and development of electronic and physical databases of resource persons;

- xiii. To support consultants during the delivery of training programmes;
- xiv. To draft the programme reports in line with the Institute's reporting process;
- xv. To coordinate assessment, surveys and analysis of leadership capacity challenges for programme development and delivery.

1.2.3 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in one of the following fields: Education, Public Administration, Business Administration, Economics, Development Studies, Political Science or equivalent related qualifications from recognised institutions. Must have work experience of at least three (3) years in adult education, learning and development.

1.2.4 EMPLOYMENT TERMS- Contractual.

1.3 HUMAN RESOURCE AND ADMINISTRATION OFFICER – 1 POST

The Human Resource and Administration Officer provides human resource administrative services to support smooth office operations.

1.3.1 REPORTING LINE(S)

This position reports to the Head of Human Resource and Administration.

1.3.2 DUTIES AND RESPONSIBILITIES

- i. To take an active role in the recruitment and selection of support staff and interns, including sourcing candidates, preparing the interview questions, and the interview reports;
- ii. To oversee the orientation and welfare of interns at the Institute (personal data, orientation, discipline, assessments, attendance, renewal or dismissal of contracts);
- iii. To administer and monitor the implementation of outsourced services, such as preparing contract specifications, approvals, and certification of vendors' payment;
- iv. To initiate and manage micro procurement related to office administration;

- v. To regularly share and update the staff on ethics and values per the statutory regulations and facilitate compliance with regulatory authorities;
- vi. To process staff loans and salary advances, terminal benefits, and other staff benefits per the Institute's policy;
- vii. To organise staff medical checks, health, and staff welfare programmes;
- viii. To plan and monitor staff leave and attendance;
- ix. To coordinate staff meetings, sports and workers' councils;
- x. To coordinate and supervise servicing of the office building, such as electrical, generator, fire systems, and security services;
- xi. To oversee the Institute's properties and maintenance;
- xii. To manage vehicle fleets and maintenance;
- xiii. To maintain an updated register of office facilities maintenance and vehicles;
- xiv. To perform administrative and clerical work such as preparing office correspondences.

1.3.3 QUALIFICATIONS

Holder of a Bachelor's Degree in one of the following fields: Public Administration, Human Resources Management, Human Resources Planning and Management, Industrial Relations, or Business Administration majoring in Human Resources Management or equivalent related qualification from recognised institutions. Must have work experience of at least three (3) years in the relevant post

1.3.4 EMPLOYMENT TERMS- Contractual.

1.4 ACCOUNTS OFFICER – 1 POST

The Accounts Officer provides financial and administrative services to the Institute.

1.4.1 REPORTING LINE(S)

This position reports to the Head of Finance and Accounts

1.4.2 DUTIES AND RESPONSIBILITIES

- i. To prepare monthly schedule breakdowns of account balances;
- ii. To prepare cash flow projections and initiate cash optimisation strategies;

- iii. To assist in the preparation of financial reports;
- iv. To prepare journal entries and related reconciliation on a monthly basis;
- v. To assist in receiving and paying cash and cheques;
- vi. To post and balance ledger accounts;
- vii. To prepare, issue invoices and make follow-up of payments;
- viii. To assist in maintaining complete and accurate account records;
- ix. To verify claims, staff imprest and retirements are supported by appropriate documents;
- x. To prepare and settle statutory payment and other payroll deductions, i.e. PAYE, NSSF, NHIF, Withholding tax, Pension, etc.;
- xi. To attend to bank issues, i.e. withdrawing, banking, deposits etc.;
- xii. To reconcile bank statements;
- xiii. To participate in financial audits.

1.4.3 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in one of the following fields: Accountancy, Finance, Commerce, or Business Administration majoring in Accountancy or equivalent related qualification from recognised institutions. Must have work experience of at least three (3) years in the accounting field.

1.4.4 EMPLOYMENT TERMS - Contractual.

1.5 MONITORING AND EVALUATION OFFICER – 1 POST

Monitoring and Evaluation Officer supports the monitoring and evaluation of the Institute's performance.

1.5.1 REPORTING LINE(S)

This position reports to the Head of Monitoring and Evaluation.

1.5.2 DUTIES AND RESPONSIBILITIES

- i. To coordinate the impact assessments on the Institute's achievements against the prior set of Key Performance Indicators;
- ii. To coordinate logistics for mid-year and annual performance reviews of the Institute;

- iii. To assist in conducting annual performance reviews of the Institute;
- iv. To collect and analyse data for the preparation of periodic (Weekly, Monthly, quarterly, mid-year, and annual) performance reports for the Institute;
- v. To provide inputs in the preparation of plans and programme activities in the Institute;
- vi. To prepare draft quarterly and annual reports to monitor programmes' performance;
- vii. To assist in the preparation of periodic implementation and performance reports on NKRAAs under the Institute;
- viii. To assist in the development, review and implementation of M&E Systems and framework for the Institute;
- ix. To assist in the preparation of periodic (Weekly, Monthly, quarterly, mid-year, and annual) performance reports for the Institute;
- x. To coordinate the in-house M&E relevant training and sensitization.

1.5.3 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in one of the following fields: Economics, Agricultural Economics and Agribusiness, Economics and Finance, Economics and Statistics, Statistics, Planning, Project Planning and Management, Planning and Policy, Political Science and Public Administration or equivalent relevant qualifications from a recognised institution. Must have work experience of at least three (3) years in the programme monitoring and evaluation field, research and or institution/ project performance management.

1.5.4 Employment terms - Contractual.

1.6 COMMUNICATIONS OFFICER – 1 POST

The Communications Officer supports the development and implementation of communication initiatives and strategies to enhance the Institute's brand.

1.6.1 REPORTING LINE(S)

This position reports to the Head of Public Relations and Communications.

1.6.2 DUTIES AND RESPONSIBILITIES

- i. To support the implementation of the Institute's corporate communications strategy;

- ii. To participate in strengthening and expanding the relationships with the stakeholders of the Institute and members of the general public;
- iii. To assist in drafting the correspondence on customers' inquiries, complaints and requests to align with the Institute's policies;
- iv. To assist in handling media inquiries, arrange interviews with stakeholders, targeted leaders and other experts;
- v. To create and update the database of stakeholders for information sharing;
- vi. To assist and participate in the writings on the publications of the Institute;
- vii. To assist in monitoring internal communication and provide recommendations as needed;
- viii. To assist in creating content and update the Institute's website and social media platforms;
- ix. To assist in coordinating the sensitisation workshops and seminars to staff to enhance effective communication;
- x. To assist in preparing the contents related to the Institute's programmes and activities (marketing materials, research, and event reports, strategic and annual plans);
- xi. To coordinate the logistical arrangements for the production of interviews to be filmed for the Institute's television programmes.

1.6.3 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in one of the following fields: Mass Communication, Journalism, Public Relations, Marketing, Business Administration majoring in Marketing, International Relations, Business Communication or equivalent related qualification from recognised institutions. Must have work experience of at least three (3) years in communications, marketing and or public relations field.

1.6.4 EMPLOYMENT TERMS - Contractual.

1.7 INFORMATION TECHNOLOGY AND COMMUNICATION (ICT) OFFICER (SYSTEM ADMINISTRATOR) – 1

POST

The Information Technology and Communication (ICT) Officer supports the Institute's operation on Information Communication Technology (ICT) related services to achieve operation efficiency.

1.7.1 REPORTING LINE(S)

This position reports to the Head of Information Communications Technology.

1.7.2 DUTIES AND RESPONSIBILITIES

- i. To support and assist the management of ICT systems and tools;
- ii. To assist in the analysis, design, modification and provide support of computer information systems;
- iii. To install, configure, and maintain computers, workstations, file servers, network cabling, and other related equipment, devices, and systems;
- iv. To conduct installation of programmes, testing, monitoring, and maintenance of software packages and applications systems;
- v. To troubleshoot computer systems challenges and support the proper functioning of the systems;
- vi. To assist maintenance of computer networks and personal computing infrastructure;
- vii. To evaluate the operational performance of ICT systems and programmes;
- viii. To plan and implement network security and manage host security, file permissions, backup and disaster recovery plans, file system integrity, and adding and deleting users;
- ix. To investigate, recommend and install enhancements and operating procedures that optimise network availability;
- x. To establish and perform maintenance programmes following the Institute's and vendor's standards.
- xi. To troubleshoot, upgrade, and configure disk drives, data acquisition boards, printers, and other related ICT equipment;

- xii. To maintain, review and renew ICT-related site licenses.

1.7.3 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's Degree in Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication Engineering or equivalent relevant qualifications from recognised institutions. Must have work experience of at least three (3) years in the information technology field.

1.7.4 Employment terms - Contractual.

1.8 EXECUTIVE ASSISTANT – 1 POST

The Executive Assistant provides secretarial and administrative support to the CEO's Office.

1.8.1 REPORTING LINE(S)

This position reports to the Senior Human Resource and Administrative Officer.

1.8.2 DUTIES AND RESPONSIBILITIES

- i. To manage the CEO's schedule for a better plan of the CEO's schedule;
- ii. To coordinate CEO's meetings, including arrangement of venues;
- iii. To manage the relations with visitors to the CEO's office;
- iv. To answer and redirect calls from the CEO's off;
- v. To handle the CEO's correspondence, redirect where necessary, and make follow up;
- vi. To compile, update, and manage the CEO's contact directory in consultation with other directorates, units, and sections;
- vii. Liaise with the CEO's Personal Assistant (PA) and allow access to the CEO's contact directory;
- viii. To make travel arrangements for the CEO, Head of Directorates, and Board Directors;
- ix. To provide secretarial duties to the CEO's meeting documents, such as board papers, management meetings etc.;

- x. To assist in logistics that involve high-level delegates in the Institute's activities (i.e. travel arrangements, sending and follow-up letters, direct communication and support the delegates in their participation;

1.8.3 QUALIFICATIONS

Holder of a Diploma in Business Administration, Human Resources, Management, Marketing or equivalent related qualifications from a recognised institution. Must have work experience of at least three (3) years in administrative, customer service and or front office management.

1.8.4 Employment Terms - Contractual.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above 45 years of age except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates: -
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates/Diploma Transcript
 - Form IV and Form VI National Examination Certificates;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);
 - Birth Certificate;
- vi. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips;

- Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant who is retired from the Public Service for whatever reason should not apply;
- viii. An applicant should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- x. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xi. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. **Box 2320, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings - Dodoma.**
- xii. Deadline for application is **26th March, 2025;**
- xiii. Only short-listed candidates will be informed on a date for interview and;
- xiv. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.aiira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**').*

Released by:

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT