



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT,
GENDER, ELDERLY AND CHILDREN**



TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

Reference. No AB:229/203/03/52

Date 1st March 2021

VACANCIES TO BE FILLED BY TRANSFER

Tengeru Institute of Community Development (TICD) is a result of upgrading the former Community Development Training Institute (CDTI - Tengeru) into a full-fledged autonomous Institute. Tengeru Institute of Community Development (TICD) is established by the Tengeru Institute of Community Development (Establishment) Order 2013 as a body corporate. The Institute was established to serve as a practical-oriented professional Centre for demand-driven training, research, advisory and consultancy services in the fields of Community Development, Gender and Development and Participatory Project Planning.

VACANT POSITIONS TO BE FILLED THROUGH TRANSFER

TICD has Seventeen (17) vacant posts to be filled by transfer of Public Servants and invites applications from competent and qualified public servants to be considered for immediate transfer to TICD to fill available vacant posts. Successful applicants should be ready to work at TICD, Arusha. The vacant posts are listed below: -

S/N	POSITION	NO. OF POSTS	QUALIFICATIONS	JOB DESCRIPTION
1	LECTURER (DEVELOPMENT STUDIES)	1	Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Development studies, Community Development, Gender and Development, Sociology or other related fields. Applicant must possess PhD.	<ul style="list-style-type: none"> a) Teaches up to NTA level 8 for Master's Degree holders and up to NTA level 9 for PhD holders; b) Guides and supervises students in building up their practical and research projects; c) Prepares learning resources and design training exercises for students; d) Conducts consultancy and community services; e) Developing and reviewing curriculum; f) Undertakes individual research and participates in scientific/academic congregations; g) Prepares teaching manuals, simulations and case studies for training; h) Coaches junior teaching staff; and i) Performs any other duties as assigned by supervisors.
2	LECTURER (PROJECT	1	Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5	<ul style="list-style-type: none"> a) Teaches up to NTA level 8 for Master's Degree holders and up to NTA level 9 for PhD holders;

	PLANNING AND MANAGEMENT)		in the following fields; Project Planning and Management, Participatory Project Planning or other related fields. Applicant must possess PhD.	<ul style="list-style-type: none"> b) Guides and supervises students in building up their practical and research projects; c) Prepares learning resources and design training exercises for students; d) Conducts consultancy and community services; e) Developing and reviewing curriculum; f) Undertakes individual research and participates in scientific/academic congregations; g) Prepares teaching manuals, simulations and case studies for training; h) Coaches junior teaching staff; and i) Performs any other duties as assigned by supervisors.
3	ASSISTANT LECTURER (ACCOUNTS AND FINANCE)	1	Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Accounts, Finance, Business Administration majoring in Accounts or Finance and other related fields.	<ul style="list-style-type: none"> a) Teaches up to NTA level 8 (Bachelor's Degree); b) Prepares learning resources for tutorial exercises; c) Conducts research, seminars and case studies; d) Carries out consultancy and community services under supervision; e) Supervises students project; f) Prepares teaching manual; and g) Performs any other duties as assigned by supervisor.

4	ASSISTANT LECTURER (SOCIOLOGY)	1	Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Sociology, Social Work, and other related fields.	<ul style="list-style-type: none"> a) Teaches up to NTA level 8 (Bachelor’s Degree); b) Prepares learning resources for tutorial exercises; c) Conducts research, seminars and case studies; d) Carries out consultancy and community services under supervision; e) Supervises students project; f) Prepares teaching manual; and g) Performs any other duties as assigned by supervisor.
5	TUTORIAL ASSISTANT (COMMUNITY DEVELOPMENT)	1	Holder of Bachelor Degree with GPA of 3.5 in the following fields; Community Development, Gender and Development, or other related fields.	<ul style="list-style-type: none"> a) To teach up to NTA Level 6 (Ordinary Diploma); b) To assist in conducting tutorial and practical exercises for students; c) To prepare learning resources for tutorial exercises; d) To assist in conducting research; e) To carry out consultancy and community services under supervision; and f) To perform any other duties as assigned by Supervisor.
6	TUTORIAL ASSISTANT (LAW)	1	Holder of Bachelor of Laws from a recognized Institutions with a GPA of 3.5 or above.	<ul style="list-style-type: none"> a) To teach up to NTA Level 6 (Ordinary Diploma); b) To assist in conducting tutorial and practical exercises for students; c) To prepare learning resources for tutorial exercises;

				<ul style="list-style-type: none"> d) To assist in conducting research; e) To carry out consultancy and community services under supervision; and f) To perform any other duties as assigned by Supervisor.
7	ADMISSION OFFICER II	1	Holder of Bachelor Degree in one of the following fields; Statistics, Public Administration, Education, Education Management or equivalent related qualification from a recognized Institution.	<ul style="list-style-type: none"> a) Receives and verifies applicants particulars; b) Sorts out applications according to study programmes; c) Data entries ready for submission to superior; d) Sorts-out forms for successful applicants for processing admission letters; e) Opens students' files ready for registration; and f) Performs any other duties as may be assigned by the Superior.
8	ASSISTANT NURSING OFFICER II	2	Diploma in Nursing from a recognized Institution, with a valid practicing license and must be registered by the Nursing and Midwives Council.	<ul style="list-style-type: none"> a) To assist in providing nursing services; b) To assist in collecting relevant health statistics; c) To assist in providing supportive supervision to the junior staffs; d) To assist in providing health education to patients and community in general; e) To assist in providing family planning education; and

				f) To perform any other duties that may be assigned by Supervisor.
9	TECHNICIAN II (ELECTRICAL)	1	Holder of Diploma or Full Technician Certificate (FTC) in one of the following fields; Electrical Engineering, Electrical Technology or in any related field from a reputable institution.	<ul style="list-style-type: none"> a) Carry out plumbing/electrical/masonry works in offices/classrooms/staff residential houses; b) Collects and taking care of working tools; c) Perform routine specified tasks that demand higher technical skills under supervision; d) Reports maintenance problems to senior staff; e) Carries minor repairs and maintenance; and f) Performs any other duties assigned by the relevant senior staff.
10	TECHNICIAN II (PLUMBING)	1	Holder of Diploma or Full Technician Certificate (FTC) in one of the following fields; Plumbing, or in any related field from a reputable institution.	<ul style="list-style-type: none"> a) Carry out plumbing/electrical/masonry works in offices/classrooms/staff residential houses; b) Collects and taking care of working tools; c) Perform routine specified tasks that demand higher technical skills under supervision; d) Reports maintenance problems to senior staff; e) Carries minor repairs and maintenance; and f) Performs any other duties assigned by the relevant senior staff.

11	ASSISTANT ICT OFFICER II (HARDWARE)	1	Holder of Diploma in either of the following fields; Computer Science, Information Technology, Telecommunication or any other related fields from an accredited Institution.	<ul style="list-style-type: none"> a) To store copies of software and documentations of computer systems; b) To assist ICT Officer I in finding source documents and solutions for identified problems; c) To maintain operations, system development and/or programming documentation manual libraries; d) To perform archiving of official documents; e) To perform simple coding of raw data on source documents by applying established, clearly defined codes; f) To key data from source documents; verify keyed data; upload data to computer server; g) To review production output for accuracy and validity by comparing the output data with the job request and systems documentation standards and procedures; h) To assist programmers in testing new or revised application programs. i) To validate (check, verify dates and times, etc.) input to and output from information systems; j) To advise programmers in problems related to data entry;
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12	ASSISTANT ICT OFFICER II (SOFTWARE)	1	Holder of Diploma in either of the following fields; Computer Science, Information Technology, Telecommunication or any other related fields from an accredited Institution.	<ul style="list-style-type: none"> a) To analyze hardware and software problems and find and implement solutions; b) To document and communicate problems, solutions, and the implementation process; c) To work closely with MIS staff to ensure user requests are being met; track reported incidents, and provide feedback to users; d) To manage storage media, copies of software and documentations of computer systems; e) To participate in finding source documents and solutions for identified problems; f) To participate in writing systems documentations and manuals;

				g) To perform any other duties as may be assigned by Supervisor.
13	ESTATES OFFICER II	1	Holder of Bachelor's Degree in Environmental Engineering, Architecture, Building Economics, Civil Engineering, Land Management and Valuation or equivalent qualification from recognized Institution.	<ul style="list-style-type: none"> a) To ensure maintenance and cleaning of Institute properties and environment; b) To examine bills of quantities; c) To prepare work schedules ; d) To prepare budget for maintenance works; e) To participate in drawing-up short and long term programmes for the general improvement of the landscaping of the campus grounds and drainage systems; f) To keep and maintain relevant equipment in good working order; g) To assist in innovative approaches to conditioning, maintaining, and upgrading the built and un-built environment ; h) To assist in the planning, organizing, implementing and controlling of Estate activities and services; and i) To perform any other duties as may be assigned by Supervisor.
			Holder of First Degree in either of the following	a) To assist in manning exhibitions stands (e.g. Trade Fairs, Open day exhibitions,);

14	PUBLIC RELATIONS OFFICER II	1	fields; Journalism, Mass Communication, Marketing or related equivalent from a recognized Institution.	<ul style="list-style-type: none"> b) To assist in facilitating conferences, seminars, ceremonies, production of Radio and TV programmes etc; c) To maintain photographic records of major events; d) To assist in the routine public relations and marketing activities such as the writing features for the Institution Newsletter, carrying out of photographic assignments, handling of advertisements; e) To report public criticisms and complaints to one's superiors; and f) To perform any other duties as may be assigned by Supervisor.
15	ACCOUNTANT II	1	Holder of Bachelor Degree/Advance Diploma in either of the following fields; Accounting/Finance from a recognized Institution plus a full CPA (T) qualifications recognized by NBAA.	<ul style="list-style-type: none"> a) To ensure that all invoices are properly recorded and filed after payments; b) To post all primary data in the respective journals; c) To provide cash; d) To maintain Petty Cash Journals; e) To prepare various accounting schedules as directed by supervisor; f) To prepare project account journals;

				<ul style="list-style-type: none"> g) To prepare Staff advances, loans and Imprests subsidiary ledger listings; and h) To perform any other duties as may be assigned by Supervisor.
16	LABORATORY TECHNICIAN II	1	<p>Holder of Health Laboratory Certificate or equivalent qualification. Computer skills will be an added advantage from a recognized institution</p>	<ul style="list-style-type: none"> a) To perform basic laboratory investigations; b) To prepare reagents under close supervision; c) To maintain general cleanliness of laboratory glass ware and equipment; d) To collect venous blood from patients and preserve specimens; e) To keep records of laboratory investigations carried out in the register; and f) To perform any other duties that may be assigned by Supervisor.
	TOTAL			17

GENERAL CONDITIONS FOR TRANSFER

- i. All applicants must be Public Servants;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV);
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach copies of transcripts and academic, professional and birth certificates;
- v. Attaching result slips, testimonials or partial transcripts without academic and professional certificates is strictly not accepted;
- vi. 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);
- vii. Applicants should route their application letters through their respective current employers, failure of which will lead to automatic disqualification;**
- viii. Certificates from foreign examination bodies should be verified and evaluated by the relevant Authorities in Tanzania;
- ix. Applicants with special needs are supposed/required to state the nature of their disability;
- x. Applicants should indicate their willingness and commitment to cover transfer costs upon being successful;** and
- xi. All applicants are advised to indicate their salary check numbers.
- xii. Deadline for application is **14th March, 2021**;
- xiii. Female applicants are strongly encouraged to apply.

Application should be sent to:

Rector

Tengeru Institute of Community Development (TICD),

P.O. Box 1006,

ARUSHA.