



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



**TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT**

**Reference. No AB:229/203/03/62**

**Date 25<sup>th</sup> May 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 Sixteen (16) 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"> <li>a) Teaches up to NTA level 8 for Master's Degree holders and up to NTA level 9 for PhD holders;</li> <li>b) Guides and supervises students in building up their practical and research projects;</li> <li>c) Prepares learning resources and design training exercises for students;</li> <li>d) Conducts consultancy and community services;</li> <li>e) Developing and reviewing curriculum;</li> <li>f) Undertakes individual research and participates in scientific/academic congregations;</li> <li>g) Prepares teaching manuals, simulations and case studies for training;</li> <li>h) Coaches junior teaching staff; and</li> <li>i) Performs any other duties as assigned by supervisors.</li> </ul>
2		2	Holders of Degree/Advanced Diploma in Community	<ul style="list-style-type: none"> <li>a) Motivate and facilitate use of community participatory approach in planning and implementing development plans of the surrounding communities.</li> </ul>

	COMMUNITY DEVELOPMENT OFFICER II		Development or equivalent qualification from any recognized Institution with working experience of four year including probation period.	<ul style="list-style-type: none"> <li>b) Facilitate to accommodate gender issues in Institute plan.</li> <li>c) Coordinate, direct and supervise community development professional duties at the Institute per Community Development Gender and Children policy.</li> <li>d) Prepare and administer training for village leaders and development groups in surrounding communities.</li> <li>e) Disseminate civil education.</li> <li>f) Gather basic information on cross – cutting issues and to mobilize the process on how to deal with them.</li> </ul>
3	SUPPLIES ASSISTANT II	1	Holder of Diploma (NTA Level 6) in either of the following fields; Materials Management/Procurement and Supply or any other equivalent qualification from a recognized Institution by the Government or PSPTB. Must be	<ul style="list-style-type: none"> <li>a) To assist in stocking, bonding and storing goods;</li> <li>b) To assist in receiving and issuing goods to users;</li> <li>c) To assist in preparation of Goods Received Notes (GRN);</li> <li>d) To assist in maintaining stock controls and accounts;</li> <li>e) To assist in keeping bin- cards in proper position;</li> <li>f) To receive, inspect and report deficiencies, damages and qualities of goods received;</li> <li>g) To arrange stocks and inventories in a store;</li> <li>h) To participate in preparation and implementation of the annual procurement and disposal plans; and</li> </ul>

			registered with PSPTB as Procurement and Supplies Technician, should be computer literate.	i) To perform any other duties as may be assigned by Supervisor
4	LIBRARY ASSISTANT II	4	Form IV/VI Examination Certificate with Diploma in Library Studies from any college recognized by the government of Tanzania.	<ul style="list-style-type: none"> <li>a) Supervise routine use of the library collections;</li> <li>b) Supervise junior library Assistants;</li> <li>c) Ensure proper shelving of books and periodicals;</li> <li>d) Handle inter Library loans, gifts and exchanges;</li> <li>e) Assist in computer and CD-ROM searching;</li> <li>f) Assist in ordering books and periodicals.</li> <li>g) To perform any other official duties assigned by relevant authorities.</li> </ul>
5	PERSONAL SECRETARY II	2	Holder of CSE with four passes including credit passes in English and Kiswahili and who has attained a typing speed of 50 w.p.m., Manuscript and Tabulation II, Office	<ul style="list-style-type: none"> <li>a) To type all general correspondence and non-confidential matters</li> <li>b) To type letters, minutes, notes, bulletins, circulars, certificates, charts and stencils</li> <li>c) To duplicate reports, letter etc.</li> <li>d) To take proper care of all machines under his/her charge and make sure that are used for official work only</li> </ul>

			Practice and Secretarial Duties I and has 100/120 w.p.m. shorthand or Certificate in Basic Computer Knowledge from a recognized institution.	<ul style="list-style-type: none"> <li>e) To file copies of typed letter in relevant files</li> <li>f) To receive and direct visitors</li> <li>g) To make sure there are all necessary facilities for proper job performance e.g. typewriters, different typing papers, carbon papers, erasing ink, ribbons etc.</li> <li>h) To perform any other duties as may be assigned by Supervisor.</li> </ul>
6	ASSISTANT NURSING OFFICER II (RE-ADVERTISED)	1	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"> <li>a) To assist in providing nursing services;</li> <li>b) To assist in collecting relevant health statistics;</li> <li>c) To assist in providing supportive supervision to the junior staffs;</li> <li>d) To assist in providing health education to patients and community in general;</li> <li>e) To assist in providing family planning education; and</li> <li>f) To perform any other duties that may be assigned by Supervisor.</li> </ul>
7	ASSISTANT ICT OFFICER II (HARDWARE)	1	Holder of Diploma in either of the following fields; Computer Science, Information Technology, Telecommunication or	<ul style="list-style-type: none"> <li>a) To store copies of software and documentations of computer systems;</li> <li>b) To assist ICT Officer I in finding source documents and solutions for identified problems;</li> </ul>

			<p>any other related fields from an accredited Institution.</p>	<ul style="list-style-type: none"><li>c) To maintain operations, system development and/or programming documentation manual libraries;</li><li>d) To perform archiving of official documents;</li><li>e) To perform simple coding of raw data on source documents by applying established, clearly defined codes;</li><li>f) To key data from source documents; verify keyed data; upload data to computer server;</li><li>g) To review production output for accuracy and validity by comparing the output data with the job request and systems documentation standards and procedures;</li><li>h) To assist programmers in testing new or revised application programs.</li><li>i) To validate (check, verify dates and times, etc.) input to and output from information systems;</li><li>j) To advise programmers in problems related to data entry;</li><li>k) To maintain data processing systems, tape library and disk storage.</li><li>l) To monitor console for errors; observe elements of operation for evidence of incorrect operation;</li></ul>
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				<p>m) To separate and sort output for distribution; set up input job streams and submit jobs; schedule submission of work to the system; and</p> <p>n) To perform any other duties as may be assigned by Supervisor.</p>
8	ASSISTANT ICT OFFICER II (SOFTWARE)	1	<p>Holder of Diploma in either of the following fields; Computer Science, Information Technology, Telecommunication or any other related fields from an accredited Institution.</p>	<p>a) To analyze hardware and software problems and find and implement solutions;</p> <p>b) To document and communicate problems, solutions, and the implementation process;</p> <p>c) To work closely with MIS staff to ensure user requests are being met; track reported incidents, and provide feedback to users;</p> <p>d) To manage storage media, copies of software and documentations of computer systems;</p> <p>e) To participate in finding source documents and solutions for identified problems;</p> <p>f) To participate in writing systems documentations and manuals;</p> <p>g) To perform any other duties as may be assigned by Supervisor.</p>

9	ASSISTANT ACCOUNTANT II	2	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"> <li>a) To ensure that all invoices are properly recorded and filed after payments;</li> <li>b) To post all primary data in the respective journals;</li> <li>c) To provide cash;</li> <li>d) To maintain Petty Cash Journals;</li> <li>e) To prepare various accounting schedules as directed by supervisor;</li> <li>f) To prepare project account journals;</li> <li>g) To prepare Staff advances, loans and Imprests subsidiary ledger listings; and</li> <li>h) To perform any other duties as may be assigned by Supervisor.</li> </ul>
10	LABORATORY TECHNICIAN II (Re- ADVERTISED)	1	Holder of Health Laboratory Certificate or equivalent qualification. Computer skills will be an added advantage from a recognized institution	<ul style="list-style-type: none"> <li>a) To perform basic laboratory investigations;</li> <li>b) To prepare reagents under close supervision;</li> <li>c) To maintain general cleanliness of laboratory glass ware and equipment;</li> <li>d) To collect venous blood from patients and preserve specimens;</li> <li>e) To keep records of laboratory investigations carried out in the register; and</li> </ul>



				f) To perform any other duties that may be assigned by Supervisor.
	<b>TOTAL</b>	<b>16</b>		

#### **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 **09<sup>th</sup> June, 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.**