



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF COMMUNITY DEVELOPMENT,
GENDER, WOMEN AND SPECIAL GROUPS**



TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

Reference. No AB: 229/203/03/175

Date 22nd April 2022

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 Twenty (20) 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 (COMMUNITY DEVELOPMENT)	2	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, Monitoring and Evaluation 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 (SOCIAL WORK)	1	Holder of Master's Degree in Social Work or any other qualifications from recognized institution with GPA of 3.8 and Bachelor Degree in Social Work with a GPA of 3.5	<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 (PROJECT PLANNING MANAGEMENT)	1	Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Project Planning Management, Project Management 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.	ASSISTANT LECTURER (PROCUREMENT AND SUPPLIES MANAGEMENT)	1	Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Procurement and Logistics Management, Procurement and Supplies Management and other related fields.	<ul style="list-style-type: none"> h) Teaches up to NTA level 8 (Bachelor's Degree); i) Prepares learning resources for tutorial exercises; j) Conducts research, seminars and case studies; k) Carries out consultancy and community services under supervision; l) Supervises students project; m) Prepares teaching manual; and n) Performs any other duties as assigned by supervisor.
6.	ASSISTANT LECTURER	1	Holder of Master Degree with GPA of 3.8 and Bachelor Degree with	<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;

	(DEVELOPMENT POLICY)		GPA of 3.5 in the following fields; Development Policy, Economic Policy and Planning, Research and Public Policy, Development Studies and other related fields.	<ul style="list-style-type: none"> 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.
7.	ASSISTANT LECTURER (GENDER AND DEVELOPMENT)	1	Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Gender and Development, Gender Studies 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 Performs any other duties as assigned by supervisor.
8.	ASSISTANT LECTURER (COMMUNITY DEVELOPMENT)	1	Holder of Master Degree with GPA of 3.8 and Bachelor Degree with GPA of 3.5 in the following fields; Community	<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;

			Development, Gender and Development, or other related fields.	<ul style="list-style-type: none"> d) Carries out consultancy and community services under supervision; e) Supervises students project; f) Prepares teaching manual; and Performs any other duties as assigned by supervisor.
9.	TUTORIAL ASSISTANT (PROJECT PLANNING MANAGEMENT)	1	Holder of Bachelor Degree with GPA of 3.5 in the following fields; Project Planning Management, Participatory Project Planning Management, Project Management 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.
10	TUTORIAL ASSISTANT (COMMUNITY DEVELOPMENT)	1	Holder of Bachelor Degree with GPA of 3.5 in the following fields; Community Development, Gender	<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

			and Development, or other related fields.	f) To perform any other duties as assigned by Supervisor.
11	SENIOR ECONOMIST I	1	Holder of Bachelor Degree in one of the following fields; Economics, Economics Development, Agricultural Economics, Statistics or any other related field from a recognized Institution with working experience of at least ten (10) years in the field.	<ul style="list-style-type: none"> a) To formulate and co-ordinate corporate plans and strategies based upon priorities for resource allocation to various functional programmes; b) To liaise with Government Ministries and departments on all issues concerning Institute 's education development; c) To review and evaluate reports on plan performance; d) To co-ordinate preparation of recurrent and capital development budgets and prepares mid-term cost adjustments; e) To participate in educational and administrative efficiency studies; f) To attend meetings of the Estates Committee and Planning and Finance Committee; and g) To perform any other duties as may be assigned by Supervisor.
12	ESTATES OFFICER II	1	Holder of Bachelor's Degree in Architecture or equivalent qualification	<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 ;

			from recognized Institution.	<ul style="list-style-type: none"> 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.
13	WARDEN II	1	<p>Holders of a Bachelor's Degree in one of the following fields;</p> <p>Psychology, Guidance & Counseling, Theology or Social Work or related qualification from a recognized Institution.</p>	<ul style="list-style-type: none"> a) To assist the Dean of students in Students' counseling and guidance in one's respective Hall of Residence; b) To co-ordinate academic advice for students in his/her respective Hall of Residence in collaboration with academic advisors; c) To co-ordinate students' cultural, recreational and sports activities in his/her Hall of Residence;

				<ul style="list-style-type: none"> d) To serve as an advisor to students government at the Hall of Residence level and attends meetings of the Health Committee and the Hall Assembly; e) To issue permits to Students who may experience emergencies that need absences from the Campus for some days; f) To take care of students' welfare and ensures that the sick are urgently treated and taken care of satisfactorily; and g) To perform any other duties as may be assigned by Supervisor.
14	LIBRARY ASSISTANT II	1	<p> Holders of Certificate (NTA 5) in one of the following fields; Librarian Science/Librarianship/Information Studies or equivalent from any recognized Institution.</p>	<ul style="list-style-type: none"> a) To assist in performing of library clerical duties; b) To assist registration of readers; c) To assist on issuing of books to readers; d) To assist receiving books from readers; e) To assist in handling of simple inquiries from readers; f) To assist bibliographical searching; and g) To perform any other duties as may be assigned by Supervisor.

15	Personal Secretary II	1	<p>Holder of Form IV Holders of a Secretarial certificate (typing stage III) who have passed both shorthand (English) and Kiswahili (hati mkato) at a speed of 80 words per minute with computer knowledge in programs of: Ms Word, Ms Excel, Ms Publisher, Internet and E-mail.</p>	<ul style="list-style-type: none"> a) To type all general correspondence and non-confidential matters; b) To type letters, minutes, notes, bulletins, circulars, certificates, charts and stencils; c) To duplicate reports, letter etc; d) To take proper care of all machines under his/her charge and make sure that are used for official work only; e) To file copies of typed letter in relevant files; f) To receive and direct visitors; 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; and h) To perform any other duties as may be assigned by Supervisor.
16	Senior Office Assistant II	1	<p>Holder of Form Four/Six Certificate with passes in English or Kiswahili with working experience of at least seven (7) years in the field.</p>	<ul style="list-style-type: none"> a) To clean and tide offices and surroundings; b) To collect and deliver letters/official documents; c) To ensure Office is open on time; d) To dispatch letters/ official documents within and outside the Institute; e) To carry machinery/equipment/facilities from place to place;

				<ul style="list-style-type: none"> f) To prepare and serve tea/coffee during official hours; g) To assist in duplicating, photocopying, collecting and stapling materials; h) To keep office equipment and reports for any damage; and i) To perform any other duties as may be assigned by Supervisor.
17	Health Assistant II	1	Holder of Form IV Certificate who has completed a 1-year pre-nursing course from a recognized Nursing Training Centre	<ul style="list-style-type: none"> a) To maintain cleanliness of the infrastructure including floors, walls, windows lockers, toilets bathrooms and surroundings, as well as making beds and tidying rooms and wards; b) To ferry and distribute food to patients; c) To assist nurses in administering drugs and dressing wounds; d) To dispose of Medical centre wastes; e) To incinerate medical disposable; f) To maintain safe custody of laundry; g) To monitor and record temperature, blood pressure and pulse; h) To take specimen for laboratory investigations; and i) ix. To perform any other duties that may be assigned by Supervisor.

18	Pharmaceutical Technician I	1	<p>Holder of Diploma in Pharmaceutical Course from a recognized Institution with an experience of not less than four (4) years as Pharmaceutical Technician.</p>	<ul style="list-style-type: none"> a) To store medicinal products appropriately and securely to ensure freshness and potency in accordance with good storage practice; b) To supervise arrangement of drugs in the stores and ensure general cleanliness; c) To maintain pharmacy and stores records; d) To dispense drugs and ensure timely distribution of medicines to in patients and out patients and other departments within the hospital; e) To monitor medication therapy to improve all aspects of delivery and report any adverse effects; f) To educate other members of health care profession on proper usage of drugs; g) To assist pharmacists in training of pharmaceutical students; h) To ensure that expired drugs are removed from the shelves and appropriately disposed of; i) To carry out dispensing, compounding medicines under supervision of Senior Pharmacy Staff; and j) Performs any other duties that may be assigned by Supervisor.
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19	Examinations Officer II	1	Holder of Bachelor Degree in one of the following fields; Statistics, Public Administration, Education, Education Management or equivalent related qualification plus ICT skills from a recognized Institution.	<ul style="list-style-type: none"> a) To administer and supervise examinations according to examination regulations of the Institute; b) To make sure that examinations timetable is prepared and adhered to by all parties; c) To keep all examinations documents in good and safe condition; d) To make sure examinations are conducted effectively and efficiently; e) To deal with all problems related to examination matters; f) To report to the proper authority any examination irregularity; g) To keep proper records of examinations and course work result; and h) To carry out any other duties as may be assigned by his/her Supervisor.
	TOTAL	20		

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 **13th May, 2022;**
- 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.