



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



TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

Reference. No AB: 96/229/02/03

29/03/2023

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 Three (03) 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	DRIVER II	03	<p>Holder of Form IV Certificate with passes in Kiswahili and English plus a clean valid Class C1 Driving License or Class E with driving experience of one (1) year. Applicant must attend Basic Driving Course from a recognized Institution such as NIT or VETA.</p>	<ul style="list-style-type: none"> i. To drive pool Institute vehicles safely; ii. To maintain logbooks; iii. To ensure safe-keeping of the vehicle and its tools ; iv. To maintain disciplined behavior, smartness and proper conduct in rendering services; v. To maintain cleanliness of the vehicle and tools; vi. To report promptly any defects or problems detected in the vehicle; vii. To undertake minor repairs when necessary. viii. To perform messengerial duties such as dispatching documents/letters and collecting mail; ix. To check validity of insurance, TLB, paying fees etc. and reports the same to the Transport Officer for necessary action; x. To perform any other related duties as may be assigned by one's reporting officer; <p>Salary Scale: PGSS 2</p>
	TOTAL	03		

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 **11th April,2023;**
- 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.