



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF NATURAL RESOURCES AND TOURISM

**TANZANIA WILDLIFE RESEARCH INSTITUTE
(TAWIRI)**

TRANSFER VACANCIES

Tanzania Wildlife Research Institute (TAWIRI) is a Parastatal organization under the Ministry of Natural Resources and Tourism established in 1980 by Act of the Parliament of the United Republic of Tanzania No. 4 (CAP 260 R.E. 2002) with the mandatory role of overseeing, conducting and disseminating scientific information to enhance the management and utilization of wildlife resources, The institute has the obligation of advising Wildlife conservation stakeholders on the best ways of conserving wildlife resources in the Tanzania mainland.

TAWIRI would like to invite qualified public servants who are interested to join the Institute through transfer to apply for following posts:

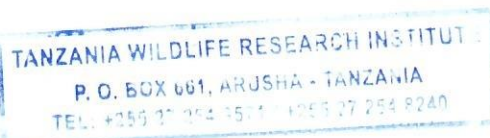
1. SENIOR PROCUREMENT OFFICER II - (1 Vacant - TAWIRI HQ)

Qualifications and Experience

Holder of Bachelor Degree or Advance Diploma in one of the following fields: Procurement, Supplies, Materials Management, Stores Management, Commerce or Business Administration majoring in Procurement or Supplies Management from recognized institutions with at least eight (8) years working experience in the related field. The candidate must possess CPSP or CSP and registered by PSPTB as Approved Procurement and Supplies Professional.

Duties and Responsibilities

- i. To recommend procurement and disposal by Tender procedures;
- ii. To co-ordinate and assist in stock taking or verification;



- iii. To initiate tendering process, Contract management, Stores management and preparing Tender Board meetings;
- iv. To assist in preparing reports and keep records relating to Tender Board meetings, Contracts, Tendering and stores keeping as per the requirement of PPA 2011 & PFA 2001;
- v. To verify and prepare statements of user requirements;
- vi. To prepare tendering documents;
- vii. To prepare advertisements of tender opportunities;
- viii. To prepare periodic procurement reports;
- ix. To identify and advice on alternative ways of minimizing costs related to procurement and storage of goods;
- x. To ensure that tender regulations and procurement procedures are complied with;
- xi. To recommend to his/her seniors appropriate procurement policies, procedures and regulations for the Institute;

Salary Scale: PGSS 8

2. SENIOR ACCOUNTS ASSISTANT II (1 Vacant – SERENGETI WILDLIFE RESEARCH CENTRE BASED IN SERONERA (SERENGETI NATIONAL PARK))

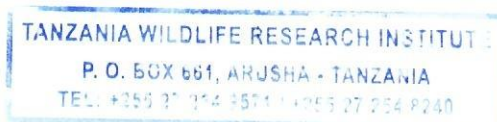
Direct Entry Qualifications:

Holder of Diploma in one of the following fields; Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from a recognized Institution or ATEC II Certificate offered by NBAA or any other qualifications recognized by NBAA with working experience of at least seven (7) years in related field.

Duties and Responsibilities:

- i. To pursue insurance covers for employees, equipment and premises;
- ii. To participate in the reconciliation of fees register;
- iii. To receive and keep in proper custody bills, invoices and other claims pending payment;
- iv. To prepare bank reconciliation statements;
- v. To cross check reconciled general ledger balances with subsidiary ledger balances;
- vi. To maintain books of accounts; and
- vii. To perform any other related duties as may be assigned by immediate supervisor.

Salary Scale: PGSS 5



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3. PLANNING OFFICER I – (1 Vacant – TAWIRI HQ)

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields; Economics, Statistics, Planning, Agricultural Economics or related fields from any recognized higher learning Institution with at least five (5) years of working experience

Duties and Responsibilities:

- i. To coordinate the preparation of strategic and business plans of the Institute;
- ii. To prepare, oversee and implement the Institute's action plan;
- iii. To propose and develop strategies for improving Institute performance;
- iv. To evaluate the Institute structure and improve efficiency in service delivery;
- v. To help monitor the Institute's revenue growth and production and provide sound strategic advisory
- vi. To coordinate the preparation of monthly, quarterly and annual performance reports;
- vii. To prepare annual institute budget estimates and oversee its implementation;
- viii. To participate in preparation of Institute policy by collecting data from stake holders, harmonizing them and incorporating them in the Institute's plan; and
- ix. To participate in analyzing and recommending review of the existing policies;

Salary Scale: PGSS 7

4. INFORMATION COMMUNICATION AND TECHNOLOGY OFFICER II – (1 Vacant – TAWIRI HQ)

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent qualification from a recognized Institution with at least three (3) years working experience in the related field.

Duties and Responsibilities

- i. To facilitate availability of internet services;
- ii. To design and implement Institute's backup and recovery system;
- iii. To initiate hardware and software procurement needs and maintenance;
- iv. To maintain and update website and implement various web application programs;
- v. To monitor data collection, processing and storage in accordance with laid down policies and procedures of information technology;
- vi. To keep safely all ICT equipment's, software's and other related materials;

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- vii. To provide IT training to employees and ensure proper use of computer facilities;
- viii. To manage Institutes internet, website and local network facilities;
- ix. To perform maintenance of the Institute ICT equipments;
- x. To track payments of bills/invoices of service providers;
- xi. To monitor adequate power supply for ICT equipment and related functions;

Salary Scale: PGSS 7

5. LEGAL OFFICER II – (1 Vacant – TAWIRI HQ)

Qualifications and Experience

Holder of Bachelor Degree in Law (LLB) from any recognized Institution who has attended a Law School of Tanzania or undergone one (1) year internship program recognized by the Office of the Attorney General with at least three (3) years working experience in the related field.

Duties and Responsibilities:

- i. To compile evidences relevant for court cases involving the Institute;
- ii. To assist in dealing with legal routine correspondences addressed to Institute;
- iii. To assist in administering compliance to the terms of agreements and contracts;
- iv. To compile a list of amended legislations, regulations and rules;
- v. To draft legal documents for the Institute as and when required;
- vi. To respond to changes in the legal environment;
- vii. To monitor validity of insurance covers for equipment and premises and
- viii. To maintain an updated database of court decisions;

Salary Scale: PGSS 7

6. PUBLIC RELATIONS OFFICER II – (1 Vacant – TAWIRI HQ)

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields; Public Relations, Mass Communication, Journalism or related equivalent from a recognized Institution with at least three (3) years working experience

Duties and Responsibilities:

- i. To assist in manning exhibitions stands (e.g Trade Fairs, Open day exhibitions,);
- ii. To assist in facilitating conferences, seminars, ceremonies, production of Radio and TV programmes etc;
- iii. To arrange radio talk-shows/interviews for the Institute officials;

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- iv. To edit press materials;
- v. To participate in handling protocol and travel arrangements for the Institute and official dignitaries;
- vi. To analyse public complaints, criticism and enquiries with a view to improving and promoting the Institute; public image by suggesting to management on the appropriate remedial measures;
- vii. To implement the Institute's marketing strategy that effectively promotes the Institution's brand, its products and services;
- viii. To maintain photographic records of the Institute major events;
- ix. 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;

Salary Scale: PGSS 6

7. TECHNICIAN II – (1 Vacant – TAWIRI HQ)

Qualifications and Experience

Holder Ordinary Diploma or FTC in Mechanical Engineering from a recognized Institution with at least three (3) years working experience.

Duties and Responsibilities:

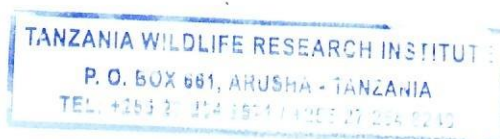
- i. To carry out detailed inspection of the Institute Motor vehicles;
- ii. To prepare cost estimates for maintenance of vehicles;
- iii. To carry out regular preventive maintenance and repairs of Motor vehicles;
- iv. To assist in the repair and maintenance of Institute vehicles; and
- v. To prepare vehicle inspection report;

Salary Scale: PGSS 5

8. FIELD ASSISTANT I – (2 Vacant; 1 Based in Magugu and 1 in Tabora Research Stations)

Qualifications and Experience

Holder of Diploma in Beekeeping or equivalent qualifications from a recognized training Institution with working experience of at least four (4) years.



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Duties and Responsibilities:

- i. Participate in all matters relating to beekeeping and bee products
- ii. To assist in routine beekeeping field studies;
- iii. Maintain and manage institute's bee apiaries;
- iv. To undertake colony division and queen rearing;
- v. To assist researchers in day-to-day research activities;
- vi. To keep beekeeping equipment and beekeeping laboratory facilities according to the checklist;
- vii. To undertake honeybee's products processing, branding and value addition;
- viii. To undertake pollination services; and
- ix. To ensure samples are properly kept in the beekeeping laboratory;

Salary Scale: PGSS 5

9. FIELD ASSISTANT III – (1 Vacant - Kihansi Research Station)

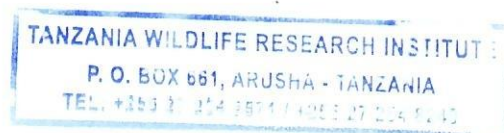
Direct Entry Qualifications:

Holder of Certificate in one of the following fields: Laboratory Science, Biotechnology and Laboratory Science or equivalent qualifications from a recognized training Institution.

Duties and Responsibilities:

- i. To conduct routine field and laboratory monitoring of small mammals which may involve field collection and maintain overall cleanliness of the laboratory and equipment;
- ii. Updating the tri-monthly records for animals being monitored in the laboratory;
- iii. Assist in detecting disease symptoms for animals kept in the laboratory (e.g. carrying out fecal test to diagnose worms)
- iv. To assist researchers in day-to-day research activities
- v. To keep research equipment and camping facilities in the field according to the checklist;
- vi. To clean equipment and report any damage or loss of equipment to supervisor;
- vii. To ensure sample materials are stored according to standard operating procedures;

Salary Scale: PGSS 3



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10. RECORDS MANAGEMENT ASSISTANT II (1 Vacant – TAWIRI HQ)

Direct Entry Qualification

Holder of Certificate in one of the following fields; Records Management, Archives, Documentation or equivalent qualification from Public Service College/Institutions.

Duties and Responsibilities: -

- i. To prepare file Index/Register;
- ii. To maintain records/ documents in the registry;
- iii. To file, dispatch and cross check correspondences;
- iv. To maintain diary and records for files movements;
- v. To check and cross check mails, claims and returns;
- vi. To receive previews, record and facilitate filling and distribute; and
- vii. To receive and register incoming/outgoing mails

Salary Scale: PGSS 3

11. DRIVER II (1 Vacant – SERENGETI WILDLIFE RESEARCH CENTRE BASED IN SERONERA (SERENGETI NATIONAL PARK))

Qualifications and Experience

Holder of Secondary Education Certificate with passes in Kiswahili and English having a valid Driving License Class C or E and one-year Basic Driving Course plus driving experience of at least three (3) years working experience and without causing any accident. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

Duties and Responsibilities:

- i. To drive vehicles towards approved destinations and in accordance with traffic regulations;
- ii. To undertake minor mechanical repairs;
- iii. To take vehicles due for routine maintenance/repair to the appointed service agent;
- iv. To maintain motor vehicle log books;
- v. To conduct pre-inspection to the assigned vehicle prior travelling and report mechanical damages/defects;
- vi. To ensure safety and cleanliness of the vehicle at all times;
- vii. To ensure that valid documents and permits are acquired prior commencement of any journey; and
- viii. To report promptly accidents or incidents involving the vehicles to the relevant Authority;

Salary Scale: PGSS 2



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NOTE THAT:

- i. An applicant must be a public servant;
- ii. An application letter should be written in English and signed;
- iii. Applicants must channel their application letters through their current employers;
- iv. Applicants should attach an up-to-date CV;
- v. Applicants should attach certified copies of academic certificates, transcripts and birth certificates;
- vi. Certificates from foreign Universities/Colleges must be verified by TCU;
- vii. Certificates from foreign Secondary Schools should have equivalent score from NECTA;
- viii. Applicants should indicate their willingness and commitment to cover their transfer costs;
- ix. Hand delivered applications are strictly prohibited;
- x. TAWIRI is an equal opportunity employer
- xi. Only successful candidates will be contacted for further procedures;

Interested Candidates should submit their applications to the following address by registered mail;

Director General,
Tanzania Wildlife Research Institute (TAWIRI),
P.O. Box 661,
ARUSHA.

Or by email through;

administration@tawiri.or.tz

Deadline for receiving applications is 29th April, 2022 16:00 hrs.



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