

**THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT**



VACANCY ANNOUNCEMENT

Applications are hereby invited from qualified and experienced Tanzanians for the following vacant posts advertised by the Southern African Development Community Secretariat (SADC) **website**

1.0 Position	Job Grade
1. Financial Controller – Grants/Contracts and Projects (SO)	4
2. Senior Officer Project Management Support	4
3. Senior Officer Monitoring, Evaluation and Reporting	4
4. Senior Programme Officer – Customs	4
5. Senior Programme Officer – Meteorology	4
6. Senior Programme Officer Environment and Climate Change	4
7. Senior Programme Officer – Value Chains	4
8. Senior Officer Planning and Programming	4
9. Senior Officer Policy and Strategy Development	4
10. Senior Officer – Public Security	4
11. Senior Programme Officer Employment, Labour and Youth	4
12. Senior Programme Officer – Industrialization and Competitiveness	4
13. Re - Advertisement - Senior Procurement Officer	4
14. Programme Officer Gender Based Violence	6
15. Programme Officer – Clusters	6
16. Finance Officer – Grants/Contracts & Projects	6
17. Information Systems Officer x2	6
18. Officer Contracts, Asset Management, Property & Buildings	7
19. Programme Officer – Value Chains	6
20. Programme Officer – Monetary	6
21. Programme Officer – Customs Procedures	6
22. Programme Officer Climate	6
23. Programme Officer Wildlife	6
24. Finance Officer - Treasury and Budget	6
25. Finance Officer - General Ledger	6
26. Webmaster	6
27. Legal Counsel	6

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28.	Programme Officer – Energy	6
29.	Procurement Officer x2	7
30.	Internal Auditor	6
31.	Macroeconomic Surveillance Officer	6
32.	Procurement Officer - Ex-Ante	7
33.	Monitoring, Evaluation and Reporting Officer	6
34.	Programme Officer – Water	6
35.	Planning and Budget Support Officer x2	7
36.	Finance and Administration Officer – RTPC	6
37.	Systems Super User	6
38.	Secretary to the SADC Administrative Tribunal - SADCAT	

2.0 Submission of Applications

Applications must be submitted to:

**Permanent Secretary,
President’s Office,
Public Service Management,
Human Resources Development Division,
P.O. Box 2483,
DAR ES SALAAM.
Fax No: 2125299
Email: permsec@utumishi.go.tz**

Application should be accompanied by the following:

- a) A short covering letter stating the position that you want to be considered for and describe how your qualifications, experience and competencies are relevant to the position;
- b) A 5 pages updated curriculum vitae;
- c) Certified copies of your degree(s), Diploma(s) and Certificate(s); and
- d) Duly completed SADC Application Form.
- e) All applicants should send two copies of applications.

For more information regarding Terms of Reference of the advertised post; how to apply, qualifications, tenure of appointment and remuneration please visit the following website: <http://www.sadc.int>.

3.0 Gender Mainstreaming

SADC is an equal opportunity employer and particularly encourages applications from female candidates.

4.0 Closing date

Applications must be submitted to the President’s Office Public Service Management and Good Governance. The deadline for submission has been extended to **5th June, 2017.**

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Please note that, only applicants, who meet the requirements of the SADC Secretariat and being considered for interview, will be contacted. Should you not hear from the SADC Secretariat within four weeks after the closing date, kindly consider your application as unsuccessful.

For further details please call Msafiri Marwa 0784 75 22 23 Assistant Director Technical Cooperation, Juliana G. Masawe 0789 431938 and Mwanamridu Jumaa 0716 987565 Department of Human Resource Development.