

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.EA.7/96/01/K/204**

**20<sup>TH</sup> MAY, 2020**

**VACANCY ANNOUNCEMENT**

On behalf of **the Tanzania Commission for Science and Technology (COSTECH) and The Small Industries Development Organization (SIDO)**, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **(3)** vacant posts mentioned below;-

**1.0 TANZANIA COMMISSION FOR SCIENCE AND TECHNOLOGY (COSTECH).**

The Tanzania Commission for Science and Technology (COSTECH) began operations in 1986 and since then, it has been the principal advisory organ of the government on all matters relating to science, technology and innovation (STI). It is entrusted with the advisory role of formulating policy on science and technology and its implementation; it monitors and coordinates scientific research, technology development and transfer; acquires, stores and disseminates scientific and technological information and fosters regional and international cooperation. The commission is implementing the rolling strategic plan of 2016/2017 – 2020/2021, also is undergoing remarkable modernization including structural changes and implementation of new and more attractive scheme of service and competitive salary structure. Due to the implementation of the structural changes, the following positions are vacant and require to be filled as soon as possible.

**1.1 DIRECTOR OF KNOWLEDGE MANAGEMENT – RE - ADVERTISED**

**1.2 REPORTS TO: THE DIRECTOR GENERAL**

**1.3 DUTIES AND RESPONSIBILITIES:**

- i. To promote knowledge sharing through the organization's and strengthen links between sharing and information system;

- ii. To monitor and evaluate the knowledge sharing program, including internal benchmarking and programs;
- iii. To manage systems and knowledge and play key role in transforming the organization into learning organization;
- iv. To lead in the development of institution culture, processes, infrastructure and information resources to facilitate the creation and utilization of knowledge institution;
- v. Improve knowledge sharing within COSTECH and with stakeholders in order to create new knowledge that will enable learning and innovate as knowledge institution;
- vi. To conduct annual knowledge audits for systematic identification and analysis of knowledge needs, products and services, flows, users, and gaps from perspective of learning lessons;
- vii. To promote knowledge creation during internal and external events, through support to the design and facilitation of events/key meetings, in order to promote, document and create new knowledge and learning through informal and semi-formal exchange;
- viii. To develop short and long term programmes of collecting, processing and dissemination of information on scientific and technological development;
- ix. To advise on matters pertaining to the development of documentation and information at all levels;
- x. To cooperate with national and international research and development institutions and data centers for the purpose of collecting and exchanging science, technology information;
- xi. To keep the scientific community and the general public informed about the developments in science and technology through various means of communication;
- xii. To spearhead the establishment of the innovative network of academic and research institutions that will enable them to work together in a highly-connected environment where they can engage themselves in scientific endeavors from discovery to science diplomacy;
- xiii. To continuously monitor and provide technical guidance for the review of existing laws and advice on appropriate laws and regulations necessary to be promulgated to improve upon the ICT environment that will attract direct foreign investment.
- xiv. To develop resource mobilization strategy that will include sale of information and information services;
- xv. To advise on formulating related standards, regulation and guidance including system security and risk management;

- xvi. To provide support and advice to the Director General on strategy and detailed work programming with regards to the last miles connections to the national fiber optic backbone network;
- xvii. To conceptualize, establish and maintain active and relevant information systems of benefit to the Commission and to the entire scientific community, nationally, regionally and internationally;
- xviii. To plan, organize and call for meetings of the R&D Advisory Committee on ICT on quarterly basis; and
- xix. To harmonize the work of ICT R&D committee in line with other R&D Advisory Committees;

#### **1.4 QUALIFICATION AND EXPERIENCE:**

Holder of Doctorate degree either in Physical Science (Physics, Chemistry and Astronomy), Natural Science (Physics, Chemistry or Biology), Social Science (Economics or Political Science), Applied and Engineering Sciences (Science and Mathematics) from recognized institutions with at least ten (10) years working experience in the field of Science and Technology, two (2) years of which should be at a Managerial Level. A holder of PhD in information and communication technology (ICT) will have an added advantage.

#### **1.5 SALARY SCALE: COSS 14**

### **2.0 DOCUMENTATION AND PUBLICATION MANAGER- RE - ADVERTISED**

#### **2.1 REPORTS TO: DIRECTOR OF KNOWLEDGE MANAGEMENT**

#### **2.2 DUTIES AND RESPONSIBILITIES**

- i. Advise the Director of Knowledge Management on matters pertaining to the development of documentation and publication services at all levels;
- ii. In charge of data analysis;
- iii. Formulate short and long-term plans and programmes of collection processing and dissemination of information on science, technology and innovation;
- iv. Cooperate with national and international research institutions and data centers for the purpose of collecting and exchanging science, technology and innovation information;

- v. Keeping the general public informed about developments in science, technology and innovation through various means of communication;
- vi. Organise means of raising funds through the sale of science, technology and innovation information services;
- vii. Supervise identification of STI publications and other information or materials to be procured or ordered for storing at COSTECH library;
- viii. Promote the use of library services by making presentations, preparing press releases, organizing exhibitions and other related activities;
- ix. Oversee the production of various types of print and online materials;
- x. Create and publish promotional materials, such as newsletters, brochures and reports;
- xi. Manage preparation of STI documentaries for media and
- xii. Ensure the publication content meets publication guidelines.

### **2.3 QUALIFICATION AND EXPERIENCE**

Holder of Master Degree in either Physical Science (Physics, Chemistry or Astronomy), Natural Science (Physics, Chemistry or Biology), Applied and Engineering Sciences (Science and Mathematics) or equivalent qualifications from recognized institutions with at least eight (8) years working experience in related field. Knowledge in Library Information, Information Studies and Archive Management will be an added advantage.

### **2.4 SALARY SCALE: COSS 13**

## **3.0 THE SMALL INDUSTRIES DEVELOPMENT ORGANIZATION (SIDO)**

The Small Industries Development Organization (SIDO) was established in 1973 by an Act of Parliament No. 28 its objective was to develop the small industry sector in Tanzania. It was expected to fulfill a very wide range of functions, from policy formulation to direct support to industries, to hands-on involvement in the establishment of SMEs in both rural and urban areas. Some of the best-known activities are the Industrial Estates, Technology Development Centres, Training cum Production Centres, hire purchase schemes for equipment, technology development, technology transfer through twinning arrangements and exchanges with industries in Europe and Asia, and direct marketing.

### **3.1 TRAINING ASSISTANT II (BAMBOO PRODUCTS)-1 POST**

### **3.2 DUTIES AND RESPONSIBILITIES**

- i. Conducts on-the-job training, classes, or training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects;
- ii. Observes and evaluates students' work to determine progress, provide feedback, and make suggestions for improvement;
- iii. Prepares outline of instructional program and training schedule and establishes course goals;
- iv. Administers oral, written, or performance tests to measure progress and to evaluate effectiveness of training; and
- v. Perform any other duty as may be assigned by the Supervisor.

### **3.3 QUALIFICATION AND EXPERIENCE**

Holder of Form IV /VI certificate with Vocational Certificate (NVA Level 3) in Bamboo Products, or equivalent qualification from recognized institution.

### **3.4 SALARY SCALE : POSS 2**

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
  - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;

- vii. An applicant employed in the Public Service **should route his application letter through his respective employer;**
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. **A signed application letter** should be written either in Swahili or English language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, P. O. Box 63100, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam;*
- xiv. **Deadline for application is 2<sup>nd</sup> June, 2020;**
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

**NOTE:** *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**)*

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

