THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/153　　　　　　　　　**27ᵗʰ January, 2020**

VACANCIES ANNOUNCEMENT

Public Service Recruitment Secretariat on behalf of Tanzania Commission for Science and Technology (COSTECH) invites qualified Tanzanians to fill **2** vacant posts as mentioned hereunder.

1.0　TANZANIA COMMISSION FOR SCIENCE AND TECHNOLOGY (COSTECH)

　　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 2015/2016 – 2019/2020, 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 - 1 POST

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;

(ix)   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;

(x)   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.

(xi)   To develop resource mobilization strategy that will include sale of information and information services;

(xii)   To advise on formulating related standards, regulation and guidance including system security and risk management;

(xiii) 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;

(xiv)   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;

(xv)   To plan ,organize and call for meetings of the R&D Advisory Committee on ICT on quarterly basis;

(xvi)   To harmonize the work of ICT R&D committee in line with other R&D Advisory Committees;

1.4 QUALIFICATIONS AND EXPERIENCE.

- Holder of a Master Degree in Computer Science/Engineering, Information Technology or Innovation (STI) fields with knowledge of Information Management and/or Science Communication. PhD will be an added advantage.
- In undergraduate must have attained a Bachelor Degree in Computer Science/ Engineering, Information Technology or Innovation or equivalent qualifications from a recognized Institution.
- Demonstrated work experience of 10 years in managerial position where team work and flexibility were paramount. Evidence based contribution to scientific publications in reputable journals, books, and conferences.
- Sound understanding of the ICT Innovation system in Tanzania will be an added

1.5 SALARY SCALE: COSS 14

2.0 DOCUMENTATION AND PUBLICATION MANAGER- 1 POST

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)   To be 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)   Organizing means of raising funds through the sale of science, technology and innovation information services;
(vii)   To supervise in 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
(xii)   To ensure the publication content meets publication guidelines

2.3 QUALIFICATIONS AND EXPERIENCE

- Holder of a Master Degree in Information Technology and Documentation Studies with knowledge of Publication and Content Management. PhD will be an added advantage.
- In undergraduate must have attained a Bachelor Degree in Information Technology and Documentation Studies or equivalent qualifications from a recognized Institution
- Demonstrated work experience of 8 years in the involvement of documentation, publications and content management in STI setting.

2.4 SALARY SCALE: COSS 13

GENERAL CONDITIONS

i. All applicants must be Citizens of Tanzania of not more than 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;
- 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. Applicants employed in the Public Service **should route their application letters through their respective employers;**
vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
viii. Applicants should indicate three reputable referees with their reliable contacts;
ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
xii. A **signed application letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar Es Salaam.*
xiii. Deadline for application is **9th February, 2020** and;

xiv.   Only short listed candidates will be informed on a date for interview;

xv.   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'***)**

SECRETARY

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