

## ***Previous Employment***

### **TANZANIA WILDLIFE RESEARCH INSTITUTE (TAWIRI)**

The Tanzania Wildlife Research Institute (TAWIRI) was established by Act of Parliament of the United Republic of Tanzania No. 4 of 1980, under the name “Serengeti Wildlife Research Institute” (SWRI), with the overall responsibility of carrying out, coordinating and supervising all wildlife research in the country. The original name of the Institute was changed from SWRI to TAWIRI in 1999, by the Act of Parliament No.10, to give its broader meaning and mandate on wildlife research throughout the country.

#### **1.1 SENIOR RESEARCH OFFICER II – 1 POST**

##### **1.1.1 DUTIES AND RESPONSIBILITIES**

- Participates in research of the institute and dissemination of results in collaboration with other local and visiting scientists.
- Appraise staff performance under his charge and recommend their advancement to head of division.
- Prepare progress reports of programmes/projects of the section.
- Carrying out independent research work.
- Preparing regular report on ongoing/complete research projects.
- Undertaking specific research projects.
- Supervising on-going research projects and junior staff.

##### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Masters degree in Natural or Engineering Sciences in Ecology with a minimum of an Upper Second Class Honors degree at undergraduate level and working experience of six (6) years.

Knowledge on small Mammals will be added Advantage

### **1.1.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's Salary scale PRSS 10/11

## **1.2 RESEARCH OFFICER II – 1 POST**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- Plan and develop research proposals.
- Undertake research activities in accordance with the approved programmes(s).
- Supervise and develop subordinates.
- Under the guidance of senior research officers and in collaboration with stakeholder institutions, the officer will participate in initiation and formulation of research projects.
- Perform any other duties as may be assigned by supervisor.

### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Masters degree in Natural or Engineering Sciences with a minimum of an upper second class honours degree at undergraduate level biasness in biology will be added advantage.

### **1.2.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's Salary scale PRSS 10/11

### **1.3 RESEARCH ASSISTANT II - 1 POST**

#### **1.3.1 DUTIES AND RESPONSIBILITIES**

- Assist in routine field studies, which may involve laboratory analysis.
- Assist research scientists in their day-to-day research activities including scientific investigation and field observations.
- Assist in data collection and help in research projects generally.
- Perform other duties assigned.

#### **1.3.2 QUALIFICATIONS AND EXPERIENCE**

Bachelor of Science Degree in Social or Engineering Sciences (Environment) with a minimum of upper second.

#### **1.3.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's Salary scale PRSS 8/9

### **1.4 SENIOR INTERNAL AUDITOR - 1 POST**

#### **1.4.1 DUTIES AND RESPONSIBILITIES**

- In-charge of the Auditing Unit
- Conducts Internal Audit inspections which ensure adherence to the financial policies and procedures.

- Advices the Director General on audit reports and queries
- Performs any other duties assigned.

### **1.4.2 QUALIFICATIONS AND EXPERIENCE**

Bachelors degree or Advanced Diploma in Commerce or Accountancy preferably with qualified (CPA) (T) and working experience of at least 8 years of which four (4) years at senior managerial level.

### **1.4.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's Salary scale PGSS 16

## **1.5 SENIOR HUMAN RESOURCE OFFICER - 1 POST**

### **1.5.1 DUTIES AND RESPONSIBILITIES**

- Handling staff disciplinary cases and labour negotiations.
- Provide on the job training to junior staff.
- To participate in drawing up policies pertaining to recruitment, training, safety and remuneration.
- To participate in staff performance evaluation and appraisal in accordance with TAWIRI staff regulations.
- To perform any other duties assigned to him or her by supervisor(s).

### **1.5.2 QUALIFICATIONS AND EXPERIENCE**

Bachelors degree in either Human Resource Management or Public Administration with an experience of three (3) years.

Labour Laws knowledge will be an added advantage.

### **1.5.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's Salary scale PGSS 9-10

## **1.6 PERSONAL SECRETARY I - 1 POST**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- Type both open and confidential letters/matters.
- Maintain a diary of appointments for the executives, advising them of available time and reminding them of appointments as requested.
- Receive all visitors with courtesy and decorum, ascertain the nature of the visitor's business and relay information to his/her officer.
- Answer telephone calls and intercom, giving information to callers or routing calls to appropriate officials.
- File minutes, correspondence and other documents.
- Assumes responsibility for ensuring that there is adequate efficiency in day-to-day operation of office functions e.g. supply of stationery, cleanliness, decorum, dispatch and receipt of mail, messenger services and other related functions.
- Make and confirm transport and hotel bookings for the executives.
- Relay oral messages and instructions from executives to his subordinates.
- Perform other duties as may be assigned

### **1.6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in Secretarial Course who has passed Secretarial Examination stage I from a recognised Institution and has passed Shorthand 100/120 w.p.m in English or Swahili with three

(3) years working experience.

### **1.6.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's Salary scale PGSS 6

## **1.7 MACHINE TECHNICIAN - MECHANICS - 1 POST**

### **1.7.1 DUTIES AND RESPONSIBILITIES**

- Perform supervisory duties of the institution's motor vehicle section.
- Undertake routine checkup of motor vehicles and motorcycles.
- Servicing the institute's motor vehicles.
- Ensuring that motor vehicles and their accessories are in good condition.
- Perform any other duties assigned by the supervisors.

### **1.7.2 QUALIFICATIONS AND EXPERIENCE**

Diploma in Mechanics from a recognised Institution.

### **1.7.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's Salary scale POSS 6

## **1.8 OFFICE ATTENDANT III - 1 POST**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- Cleaning up offices and surroundings.
- Collection and delivery of mails.
- Dispatching letters.
- Delivering official documents within the Institute.
- Preparation and serving of tea/coffee etc.
- To perform any other duties assigned.

### **1.8.2 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education

### **1.8.3 REMUNERATION**

Attractive remuneration package in accordance with the Institution's Salary scale POSS 3

**Deadline for application is 30th October, 2012 at 3:30 p.m**

APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS. HAND DELIVERY IS NOT ACCEPTABLE:

Secretary  
Public Service Recruitment Secretariat,  
P. O. Box 63100 ,  
DAR ES SALAAM.