

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF NATURAL RESOURCES  
AND TOURISM



**TANZANIA WILDLIFE RESEARCH INSTITUTE**

**TRANSFER VACANCIES ADVERTISEMENT**

Tanzania Wildlife Research Institute (TAWIRI) is a Parastatal Organization under the Ministry of Natural Resources and Tourism established by Act of the Parliament of the United Republic of Tanzania No. 4 of 1980 (CAP 260 R.E.1990, 2002 and 2021) mandated to conduct, coordinate and supervise wildlife research in Tanzania mainland. TAWIRI would like to invite **qualified public servants** who are interested to join the Institute through transfer on the following posts:

1. **SENIOR RESEARCH OFFICER II (2 Vacancies; 1 for Kingupira; 1 for Conservation Information and Monitoring Section (CIMS) – TAWIRI HQ)**

**Qualifications and Experience**

Holder of Master of Science Degree in one of the following fields: Wildlife Management, Geoinformatics or equivalent qualifications from recognized institutions with minimum of an Upper Second Class at undergraduate Degrees. The candidate must be holding a post of **Senior Officer within the Public Service** and have published at least three (3) scientific papers in peer-reviewed journal after attaining MSc Degree.

**Duties and Responsibilities:**

- i. To coordinate and collaborate with other researchers in carrying out approved wildlife research activities;
- ii. To collaborate with research scientists in initiating research programs and projects in the field of wildlife conservation and management;
- iii. To prepare progress and final reports on approved research projects;
- iv. To collaborate with research scientists in handling and analyzing data;
- v. To identify needs for special research work;
- vi. To publish research results in peer reviewed journals/publishers;

- vii. To conduct training for both research and technical staff under him/her; and
- viii. To perform any other related duties as may be assigned by immediate supervisor.

**Salary Scale: PRSS 4**

**2. RESEARCH OFFICER I (2 Vacancies; 1 for Kingupira Wildlife Research Centre; 1 for Conservation Information and Monitoring Section (CIMS) – TAWIRI HQ)**

**Qualifications and Experience**

Holder of Master of Science Degree in one of the following fields: Wildlife Management, Wildlife Science and Conservation or equivalent qualifications from recognized institutions with a minimum of an Upper Second Class in undergraduate Studies. The candidate must be holding a post of **Officer I within the Public Service** and have published at **least one (1) scientific paper in peer reviewed journal after attaining MSc Degree.**

**Duties and Responsibilities**

- i. To initiate and participate in wildlife research in collaboration with other researchers and be involved in the publication and dissemination of any research findings;
- ii. To provide a systematic back-up and retrieval process of research reports and publications;
- iii. To undertake research on specific projects as may be directed by the immediate head/In-charge;
- iv. To collaborate and interact with research scientists in the dissemination and application of research findings as appropriate;
- v. To gather relevant literature and writing up of research reports;
- vi. To assist in gathering relevant information on disease surveillance and writing up reports;
- vii. To prepare protocols for wildlife immobilization and handling of wildlife for disease investigation and rescue of snared animals;
- viii. To develop research proposal for fund raising; and
- ix. To perform any other related duties as may be assigned by immediate supervisor.

**Salary Scale: PRSS 3**

### 3. SENIOR PROCUREMENT OFFICER II (1 Vacancy - HQ)

#### Qualifications and Experience

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Procurement, Materials Management, Stores Management, Commerce or Business Administration majoring in Procurement Management from recognized institutions. The candidate must be holding a post of **Senior Officer within the Public Service**. The candidate must possess **CPSP or CSP** and registered by **PSPTB as Approved Procurement and Supplies Professional**.

#### Duties and Responsibilities:

- i. To ensure procurement procedures are followed;
- ii. To supervise procurement plan;
- iii. To prepare negotiation plan to be used by user department and bidders;
- iv. To inform Bidders on Tender results;
- v. To recommend procurement and disposal by Tender procedures;
- vi. To coordinate market price data base on various products;
- vii. To monitor performance of service providers;
- viii. To prepare tender agreements; and
- ix. To perform any other related duties as may be assigned by immediate supervisor.

**Salary Scale: PGSS 8**

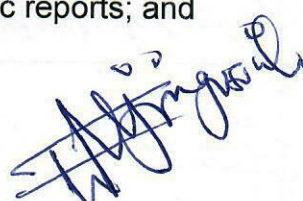
### 4. STATISTICIAN I (1 Vacancy - HQ)

#### Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Statistics, Mathematics and Statistics, Statistics and Economics or equivalent qualification from a recognized Institution with good knowledge and experience in the use of various statistical software. The candidate must be holding a post of **Officer I within the Public Service**.

#### Duties and Responsibilities

- i. To assist researchers in analyzing data;
- ii. To participate in proposing and designing research tools for data collections;
- iii. To assist researchers in interpreting the collected data;
- iv. To assist researchers in managing the collected data;
- v. To participate in preparing scientific reports; and



- vi. To perform any other related duties as may be assigned by immediate supervisor.

**Salary Scale: PGSS 7**

**5. ASSISTANT INFORMATION COMMUNICATION TECHNOLOGY OFFICER I  
( 1 Vacancy for TAWIRI HQ )**

**Qualifications and Experience**

Holder of Diploma in one of the following fields: Computer Engineering, Computer Science, Information Systems, Information and Communication Technology, Information Technology or equivalent Qualifications from recognized Institutions. The candidate must be holding a post of **not less than Assistant Information Communication Technology Officer I within the Public Service.**

**Duties and Responsibilities:**

- i. To assist ICT Officer in managing the Institute ICT system;
- ii. To monitor and report on the performance of ICT system;
- iii. To determine ICT resources requirements regularly for proper functioning of the system;
- iv. To make sure that the system is free from performance problems;
- v. To inspect and rectify staff computers;
- vi. To perform any other related duties as may be assigned by immediate supervisor.

**Salary Scale: PGSS 5**

**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. 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,  
23113 Lemara,  
**ARUSHA.**

**Or by email through;**  
**[administration@tawiri.or.tz](mailto:administration@tawiri.or.tz)**

**Deadline for receiving applications is 12<sup>th</sup> April, 2024 16:00 hrs.**

