

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**VACANCY ANNOUNCEMENT- CONTRACTUAL TERMS**

**Ref.No.JA.9/259/01/A/ 328**

**1<sup>st</sup> July, 2023**

On behalf of the Uongozi Institute, Public Service Recruitment Secretariat invites qualified Tanzanians to fill two (2) vacant posts mentioned below.

**1.0 UONGOZI INSTITUTE**

The Institute of African Leadership for Sustainable Development, known as UONGOZI Institute, was established in 2010 by the Government of Tanzania to inspire and equip Tanzanian and African leaders to deliver inclusive and sustainable solutions. This is done through the provision of high-quality executive education programmes, facilitation of policy dialogues, action-oriented research, and technical assistance for public institutions.

**1.1 INTERNAL AUDITOR**

**1.1.2 REPORTS TO:** Board of Directors functionally, and administratively to the Chief Executive Officer.

**1.1.3 MAIN ROLE:** The Internal Auditor will be responsible for internal controls, checks and balances, as well as financial quality and risk management in delivering on the Institute's mission, including through its five-year strategy.

**1.1.4 DUTIES AND RESPONSIBILITIES**

- i. To conduct internal audits of the Institute and assess the degree of adherence to the agreed programmes, policies, and regulations;
- ii. To examine annual accounts before submission to external auditors;

- iii. To scrutinize all accounting systems and procedures of the Institute and recommend areas of improvement;
- iv. To advise on the implementation of annual work plans, follow up on the implementation of external and internal audit recommendations;
- v. To undertake audit assessment, take an active role in developing audit strategies and plans, including strategic planning processes
- vi. To review audit working papers to ensure adequate audit coverage;
- vii. To carry out audit and investigation functions in line with auditing standards to ensure compliance with Institution's existing manuals, procedures, guidelines, and regulations and compliance with terms stipulated in the grants with the Institution;
- viii. To review existing and new computerized systems, information systems technology, and infrastructure to ensure compliance with established procedures and efficiency of systems, processes, and other operations;
- ix. To evaluate internal controls to ensure that systems provide adequate, timely, and accurate information, protection against loss through negligence, dishonesty, or otherwise and
- x. To provide information and advice to budget holders to facilitate the most efficient use of the Institute's financial and non-financial resources.

### **1.1.5 QUALIFICATIONS AND EXPERIENCE**

Holder of a Master's and Bachelor Degree in one of the following fields: Accountancy, Finance, Auditing, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized institutions. Must have a professional qualification recognized by the NBAA, either CPA (T), ACCA, ACA, CIA, or equivalent professional and must have work experience of at least five (5) years in the field.

**1.1.6 TERMS OF CONTRACT:** Two (2) Years Contract; Renewable

## **2.1 ASSISTANT LIBRARIAN**

**2.1.1 REPORTS TO:** Research and Policy Specialist.

**2.1.2 MAIN ROLE:** The Assistant Librarian will assist the Management of the Institute's Resource Centres and support external and internal users to access various online and physical information resources.

### **2.1.3 DUTIES AND RESPONSIBILITIES**

- i. To promote knowledge management principles and practices to create a culture that welcomes and supports knowledge sharing;
- ii. To keep comprehensive and accurate records and statistics of materials and users;
- iii. To maintain a reference system for the resource centres and maintain an up-to-date list of the publications in stock;
- iv. To update information on the established resource centre's systems for effective dissemination of information;
- v. To respond to help desk literature search requests;
- vi. To update the knowledge repositories such as programme repositories, subject matter expert databases;
- vii. To implement quality assurance programmes to ensure that the resource centres are current and accurate;
- viii. To communicate and promote guidelines and best practices for the use of the centres and materials;
- ix. To maintain the material lending system for the library;
- x. To maintain a mailing list of stakeholder Institutions for smooth dissemination of publications originating from the Institute;
- xi. To maintain and update a network of users to enable information exchange between the users and the Institute, and;
- xii. To assist in the promotion and marketing of the Institute's resource centres

### **2.1.4 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in one of the following fields: Library and Information Studies, Library Studies, Library and Information Science, Information Studies, or equivalent qualifications from a recognized institution. Must have work experience of at least three (3) years in the field.

**2.1.5 TERMS OF CONTRACT:** Two (2) Years Contract; Renewable

## GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. 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);

- xiii. A signed application letter should be written either in Swahili or English and addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, University of Dodoma, Utumishi /Asha Rose Migiro Buildings Dodoma.**
- xiv. Deadline for application is **7<sup>th</sup> July, 2023;**
- xv. Only shortlisted 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**