

THE UNIVERSITY OF DAR ES SALAAM SCHOOL OF ECONOMICS (UDSoE)



JOB VACANCY

The University of Dar es Salaam invites applications from suitably qualified Tanzanians to be considered for employment to fill the vacant position of Project Officer at the University of Dar es Salaam School of Economics.

1. Job Title: Project Officer- 1 Post

2. Position Details

The position of Project Officer is based at the University of Dar es Salaam School of Economics and reports to the Centre Director. The successful candidate will work under the Center of Environment for Development Tanzania (EfDT) initiative, which is part of the global Environment for Development (EfD) network. EfD aims to strengthen environmental economics capacity to support evidence-based policy-making for poverty alleviation and sustainable development in developing countries.

3. Duties and Responsibilities

The Project Officer will be responsible for:

- i. To plan, coordinate, and support the implementation of EfDT research and policy-related activities in line with approved work plans and timelines.
- ii. To coordinate research activities such as field data collection, data management, and documentation of research outputs.
- iii. To provide administrative and financial support to ensure compliance with the University of Dar es Salaam regulations and donor requirements.
- iv. To support stakeholder engagement, communication, and dissemination of research findings to policymakers and partners, contribute to monitoring, evaluation, and reporting of project activities, and
- v. To perform any other related duties as may be assigned by the Centre Director.

4. Qualifications and Experience

Applicants must hold at least a Bachelor's degree from a recognized institution in one of the following fields: B.A. in Economics, B.A. in Economics and Statistics, Bachelor of Science in Agricultural and Natural Resources Economics and Business (BSc ANEB) Or a closely related discipline.

Experience: Fresh graduates are encouraged to apply, provided they have demonstrated relevant experience through internships, research projects, volunteer work, or short-term engagements in project management, research coordination, or related activities. Prior experience of 1–2 years in project or process management is desirable but not mandatory for candidates with strong demonstrated experience.

Skills and Competencies:

- Excellent proficiency in written and spoken English and Swahili.
- Strong analytical, organizational, and problem-solving skills.
- Ability to work effectively with colleagues and partners in academia, government, and other institutions.
- Demonstrated capacity for interpersonal and team collaboration.

Added Advantages:

- A Master's degree in Environmental Economics or a related field will be an added advantage.
- Experience working with development assistance projects, international organizations, government institutions, or academic research.
- Experience in coordinating international or multi-stakeholder projects.
- Knowledge of sustainable development goals (SDGs) and policy analysis.
- Experience in organizing meetings, workshops, or conferences.
- History of publication and or writing skills such as policy briefs

5. Terms of Service

The position is offered on a contract basis for a period of one (1) year, renewable subject to satisfactory performance and availability of funds.

6. Remuneration

The successful candidate will receive an attractive remuneration package commensurate with qualifications and experience, in accordance with University of Dar es Salaam and donor guidelines, and subject to statutory deductions.

7. Mode of Application

Interested candidates should:

- i. Submit and attach a detailed Curriculum Vitae (CV)
- ii. Attach a cover letter, a sample of written work (such as an academic essay or term paper, a research paper or thesis chapter, a policy brief or technical report, a journal article (published or unpublished), a project report, professional report or consultancy report),
- iii. Certified copies of academic certificates and transcripts, and the names and contact details of three (3) referees.
- iv. Mode of communication, e.g., telephone, e-mail, fax, etc.
- v. Attachment of Passport Size Photos through hrms portal.

NOTE:

- i. Applicants currently employed in the Public Service should channel their application letters through their respective Employers.
- ii. Only shortlisted candidates will be contacted for an interview;
- iii. Incomplete Applications will not be processed.
- iv. A signed application letter should be written either in Swahili or English and addressed to:

**Director,
Environment for Development Tanzania (EfDT)
University of Dar es Salaam School of Economics
P.O. Box 35045
Dar es Salaam, Tanzania**

Mode of Application Submission

All applications must be sent through UDSM recruitment portal by using the following address: https://hrmis.udsm.ac.tz/hrportal/index.php/application_list and not otherwise.

8. Deadline

The closing date for the application is 14 days from the first appearance of this advertisement.

9. Disclaimer

The University of Dar es Salaam is an equal opportunity employer. Only shortlisted candidates will be contacted. Presentation of forged certificates or false information will result in disqualification and possible legal action.