

**UNIVERSITY OF DAR ES SALAAM
INSTITUTE OF RESOURCES ASSESSMENT
CENTRE FOR CLIMATE CHANGE STUDIES**



VACANCY ANNOUNCEMENT

ORGANISATIONAL UNIT : University of Dar es Salaam,
Centre for Climate Change Studies

DUTY STATION : Dar es Salaam

Background

The Centre for Climate Change Studies (CCCS) of the University of Dar es Salaam (UDSM) is a multi-disciplinary and inter-disciplinary Centre for Climate Change related issues. The Centre functions range from Academic and Professional Training, Basic and Applied Research as well as Outreach Programmes. The Centre addresses these pertinent issues through collaborations with Local and International partners.

Job Title: Programme Officer- 1 Post

A. Education Qualifications

Bachelor degree in any relevant field and a Master's degree in Natural Resource Assessment and Management, Climate Change and Sustainable Development, International Development, Sociology, or any other related field. A PhD holder in Climate Change will be an added advantage.

B. Duties and Responsibilities

- i. To provide support to research, including proposal writing, desk and literature review
- ii. To provide technical assistance and track project deliverables
- iii. To participate in field work for ongoing research projects
- iv. Provide technical assistance and consultation as needed.
- v. To review research materials and produce briefing and synthesis documents/reports for meetings.
- vi. Support preparation for and implementation of research, including communicating with senior researchers.

- vii. Follow-up on various calls for research grants in relevant fields and advise accordingly
- viii. Identify and explore opportunities for collaborative research
- ix. Coordinate and support work planning, budgeting, and reporting

C. Working Experience

Proven experience related to project proposal writing, research planning and implementation, including planning for fieldwork, data collection, data analysis and research report writing.

D. Related Skills

- i. Excellent written and verbal communication skills in English, including the ability to convey complex concepts in a clear and concise way.
- ii. Ability to work and effectively communicate across operations and research teams
- iii. Ability to work well in a team environment
- iv. Ability to work efficiently independently
- v. Organizational skills and attention to detail
- vi. Good presentation skills
- vii. Proficiency in all programs in the Microsoft Office Suite

E. Remuneration

An attractive remuneration package will be offered to the right Candidate.

F. Tenure and Terms of Service

One-year contract with the possibility of extension; subject to candidate's performance and availability of funds.

Job Title: Office Assistant – 3 Posts

A. Education Qualifications

Holder of a national Form IV certificate of Secondary Education with passes in English and Kiswahili.

B. Duties and Responsibilities

- i. To collect and deliver mails and letters;
- ii. To transmit official documents within the University;
- iii. To carry machinery/equipment;
- iv. To prepare and serve office refreshments etc.
- v. To ensure windows and doors are open in the morning and closing them after official hours.
- vi. To clean and tidy offices and surroundings;
- vii. To supervise general cleanliness in the offices, buildings and grounds within his/her area of jurisdiction.

- viii. To report on the requirements of maintenance of office equipment and advise on how to improve general cleanliness at the Institute/Centre;

C. Remuneration

An attractive remuneration package will be offered to the right Candidate.

D. Tenure

One-year contract with the possibility of extension; subject to the candidate's performance and availability of funds.

MODE OF APPLICATION:

Interested candidates should apply in confidence to the Undersigned enclosing:

- (i) Signed application letter;
- (ii) Curriculum Vitae (CV);
- (iii) Certified copies of relevant Certificates and Transcripts;
- (iv) Names and addresses of three (3) Referees; and
- (v) Mode of communication, e.g., telephone, e-mail, fax, etc.
- (vi) Attachment of Passport Size Photos through hrmis 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 Deputy Vice Chancellor - Planning, Finance and Administration, P.O. Box 35091, University of Dar es Salaam.

Mode of Application Submission

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

DEADLINE:

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