

11/09/2017

**SOKOINE UNIVERSITY OF AGRICULTURE  
MOROGORO**



**JOB OPPORTUNITIES**

Applications are invited from suitably qualified Tanzanians to fill the following vacant positions under **THE CYSTINET PROJECT** based at **SOKOINE UNIVERSITY OF AGRICULTURE**. A **HAND WRITTEN** application letter accompanied with CV or Resume, Birth, Academic and Professional Certificates and names of at least two referees be addressed to the **DEPUTY VICE CHANCELLOR (ADMINISTRATION AND FINANCE), P.O.BOX 3000, CHUO KIKUU, MOROGORO**; to reach him not later than **TWO** weeks from the date of this advertisement.

**1. POSITION: ACCOUNTANT III (1 Post)**

**QUALIFICATIONS:**

- Possession of a Bachelor Degree in Accountancy/Finance or its equivalent qualification from a recognized University or Higher Learning Institution.
- Experience in Spread Sheets and Microsoft Office Package.
- A good Knowledge of and experience with computerized accounting system.
- Fluency in Written and Spoken English Language.

## **DUTIES AND RESPONSIBILITIES**

- Maintaining and updating Cystinet Project accounting records.
- Checking/Verifying and Processing requests for payment and purchase.
- Ensuring proper maintenance of invoices, receipts, imprests and payment vouchers.
- Preparing project financial documents (disbursement requests, reports etc) according to GIZ guidelines.
- Assisting in maintaining students' project facility database.
- Performing any other related duties as may be assigned by the Project Leader.

**TERMS:** Contract for two years renewable subject to impressive performance and conduct.

**AGE:** Not above 45 years old.

**SALARY:** As per Government Circulars.

## **2. POSITION: DRIVER III (1 Post)**

### **QUALIFICATION:**

Possession of a Certificate of Secondary Education Examination (Form IV) PLUS an Advanced Driver's Certificate Grade II or related qualification from a recognized Institution.

### **DUTIES AND RESPONSIBILITIES:**

- Driving Cystinet Project's vehicle.
- Up keeping motor vehicle log books.
- Ensuring safe keeping of vehicle and its tools.
- Ensuring cleanliness of the vehicles.
- Undertaking minor repairs where necessary.

- Reporting major defects or problems detected.
- Performing other related duties as may be assigned

**TERMS:** Contract for two years renewable subject to impressive performance and conduct.

**AGE:** Not above 45 years old.

**SALARY:** As per Government Circulars.

**3. POSITION: SENIOR PLANNING OFFICER I (PROGRAMME MANAGER) (1 Post)**

**QUALIFICATIONS:**

- Possession of a Master Degree in Programme Management/Project Planning Management or equivalent qualification from a recognized institution, WITH Excellent knowledge of programme management methods and tools.
- A good Knowledge of and experience with event organization (Scientific Meetings and Conferences)
- A good Knowledge of and experience with techniques for planning, monitoring and controlling programmes/projects.
- Excellent communication skills in English.

**DUTIES AND RESPONSIBILITIES**

- Managing relevant documentations for CYSTINET-Africa network.
- Preparing and Monitoring of network time-schedules for various network activities.
- Organizing network events (including meetings) in consultation with network coordinator.
- Preparing Meeting agenda and protocols in close collaboration with the network coordinator.

- Monitoring of Project level time schedules (including reporting deadlines) and provision of timely reminders.
- Assisting in the monitoring of network performance to maximize efficiency and effectiveness.
- Performing any other related duties as may be assigned by the Network Coordinator.

**TERMS:** Contract for two years renewable subject to impressive performance and conduct.

**AGE:** Not above 45 years old.

**SALARY:** As per Government Circulars.

OFFICE OF THE DEPUTY VICE CHANCELLOR  
(ADMINISTRATION AND FINANCE)  
SOKOINE UNIVERSITY OF AGRICULTURE  
P. O. Box 3000  
MOROGORO