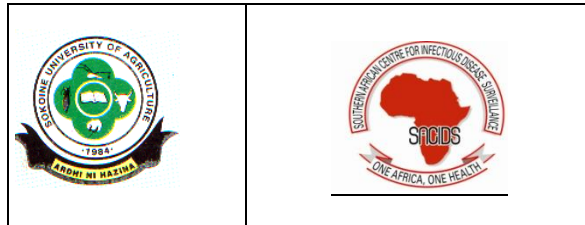


06/03/2017

**SOKOINE UNIVERSITY OF AGRICULTURE
MOROGORO**



JOB OPPORTUNITY

Applications are invited from suitably qualified Tanzanians to fill the following vacant position under ***The Southern African Centre for Infectious Disease Surveillance, African Centre of Excellence (SACIDS-ACE) for Infectious Diseases of Humans and Animals in Southern and Eastern Africa***, based at **SOKOINE UNIVERSITY OF AGRICULTURE (SUA), COLLEGE OF VETERINARY AND MEDICAL SCIENCES, MOROGORO, TANZANIA**. Application letter accompanied with CV, 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 **THREE** weeks from the date of this advertisement.

POSITION: SACIDS Centre Administrator/Executive Assistant (1POST)

BACKGROUND

The African Centre of Excellence

The SACIDS-ACE is a **ONE HEALTH** Virtual Centre, whose Mission is: *To harness innovation in science and technology in order to **improve sub-Saharan Africa's capacity** to detect, identify and monitor infectious diseases of **humans, animals, ecosystems** and their **interactions** in order to better manage the risk posed by them.*

The SACIDS – African Centre for Infectious Diseases of Humans and Animals stems from the concern for a high burden of infectious diseases in Africa and yet a low capacity for its risk management. This, World Bank – Tanzania Government funded Centre, arises out of a consortium of academic and research institutions in southern and East African countries (Tanzania, DRC, Zambia, Mozambique and South Africa) that was formed in 2008 as a One Health partnership of medical and veterinary institutions, plus smart partnership with the London School of Hygiene and Tropical Medicine (LSHTM), the Royal Veterinary College (RVC), the London International Development Centre (LIDC) and The Pirbright Institute (TPI), with

Sokoine University of Agriculture (SUA) in Tanzania, as the Lead Institution. Its current partnership extends to institutions in Botswana, Kenya and Uganda.

The programme of the SACIDS-ACE is funded from a variety of sources including the Tanzania Government, the World Bank, the African Development Bank, the Wellcome Trust, the Skoll Global Threats Fund and the Canadian International Development and Research Centre.

We are looking for a highly motivated **Centre Administrator cum Executive Assistant** to the Centre Leader and to the Executive Director of SACIDS and who will work under the immediate supervision of the SACIDS One Health Epidemiologist cum Programme Operations Manager in order to ensure a well organised and efficient administrative structure and practices commensurate with the national, regional and international partnership and responsibilities of the African Centre of Excellence.

General Duties:

Under the guidance of the Leader SACIDS African Centre of Excellence and of the SACIDS Executive Director and the day-to-day supervision by the One Health Epidemiologist cum Programme Operations Manager, to ensure effective and efficient functioning of the SACIDS office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made. She/he is to act as the PA to the Leader SACIDS-African Centre of Excellence for Infectious Diseases and to the Executive Director of SACIDS.

Specific Duties:

1. Ensure effective and efficient functioning of the SACIDS office focusing on achievement of the following results:
 - Maintenance of the SACIDS-ACE Leader's and Executive Director's calendar, contacts with offices of university management, SACIDS National, Regional and International Partner Institutions and offices of development collaborating agencies, arrangement of appointments and taking meeting minutes.
 - Provision of secretarial services to the SACIDS-ACE Leader, the Executive Director, the One Health Epidemiologist and other SACIDS programme staff as required.
 - Maintenance of protocol procedures.
 - Preparation of high quality briefing materials for supervisors' appointments, meetings, missions.
 - Assist with the preparation and compilation of programme documents including project proposals and reports
 - Processing of SACIDS missions and travel schedule including those of postgraduate students, postdoctoral research fellows registered in SACIDS consortium universities.
 - Primary responsibility for Human Resource management of SACIDS staff and students under the guidance of and responding to the University HR management structure
 - Develop an effective interaction and networking with all SACIDS staff to ensure smooth operations

- Preparation of correspondence, directives, comments on behalf of Centre Leader and/or the Executive Director for his/her signature and making follow-up when required.
 - Use of automated office management systems for effective functioning of the SACIDS Secretariat office.
 - Assist the SACIDS Programme Operations Manager in the oversight of financial, procurement and administrative activities of SACIDS
2. Ensure provision of effective communications support to the office focusing on achievement of the following results:
- Maintenance of the filing system ensuring safekeeping of confidential materials. Use of automated filing system.
 - Coordination of the information flow in the office, follow up on circulation files.
 - Follow up on deadlines, commitments made, actions taken and coordination of the collection and/or submission of the reports.
 - Screening of all incoming calls and correspondence
3. Undertake other related duties as may be assigned by SACIDS SUA management.

Qualifications, Experience and Personal Attributes

- A University first Degree or equivalent in Public Administration or International Relations or Business Administration, with emphasis on office or Project Management or related disciplines plus a Master's Degree in any of the above disciplines is desirable/essential.
- An MBA in Corporate Management or Project Management or similar will be a distinct advantage.
- At least 3 years experience of work involving administration, project servicing and management support, preferably in an international context plus proven secretarial experience at an executive level.
- Experience in office management including secretarial disciplines with emphasis on office or project management or related disciplines will be added advantage.
- Good inter-personal and team skills with ability for multi-task operations
- Fluent in English with good writing skills. Some basic knowledge of Portuguese and/or French would be desirable
- Excellent computer skills

Remuneration: Very attractive remuneration package commensurate with experience and qualification

Duration: Two years renewable, upon impressive performance, Conduct and subject to funding

Duty station: SACIDS Secretariat at Sokoine University of Agriculture, Morogoro, Tanzania