

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/157

13rd July, 2017

VACANCY ANNOUNCEMENT- (RE- ADVERTISED)

On behalf of the Center for Foreign Relations Tanzania, President's Office, Public Service Recruitment Secretariat (PO-PSRS) invites qualified Tanzanians to fill one (1) vacant post mentioned below.

1.0 BACKGROUND

The Mozambique-Tanzania Centre for Foreign Relations (CFR) is one of the higher learning institutions in Tanzania. The Centre was established in 1978 following an agreement between the Governments of the Republic of Mozambique and the United Republic of Tanzania. The Centre enjoys a Diplomatic status incorporated in Immunities and Privileges Act N0. 5 of (1986). This incorporation conferred the Centre with the status of a Diplomatic Institution, a status which the Centre continues to enjoy to date.

The Centre was originally designed to train Foreign Service Officers of the Ministries of Foreign Affairs of the two countries, in the field of International Relations and Diplomacy. However, the expansion of foreign policy constituency and the demand for each country rising out of global changes enabled the Centre to admit students from other ministries, government institutions, the private sector as well as from other countries.

1.1 VISION

To become a Regional Centre of Excellence, a highly demanded Think Tank in International Relations, Diplomatic and Strategic Studies.

1.2 MISSION

The pursuit of scholarly and strategic teaching, research, policy advocacy and outreach services in International Relations and Diplomatic Studies - targeted at strategic national and regional needs.

2.0 POST: THE DIRECTOR OF THE CENTRE

- **Reports to** : Governing Council
- **Supervises** : Deputy Directors (Planning, Finance and Administration and Head of Internal Audit)

2.1 DUTIES AND RESPONSIBILITIES

- i. Maintain and promote the efficient, effective and good governance of the Centre;
- ii. The Accounting Officer and Chief Spokesperson of the Centre;
- iii. Principal Academic and Administrative Officer of the Centre;
- iv. Secretary of the Governing Council;
- v. Implement decisions of the Governing Council;
- vi. Enforce Laws and Regulations passed by the Governing Council;
- vii. Formulate and implement policies to enhance the academic excellence of the Centre;
- viii. Promote good relations with the Government and other Stakeholders;
- ix. Facilitate and promote efficient academic activities related to training, research, publications and consultancy; and
- x. Spearhead the continuous development and review of the mission, objectives and policies of the Centre.

3.0 QUALIFICATION, EXPERIENCE AND COMPETENCIES

- Holder of Doctorate Degree in relevant fields with an excellent scholarly profile with respect to teaching, research and consultancy services to the public.

- Holder of outstanding academic and administrative experiences of at least eleven (11) years in a reputable institution and capability in the area of technical education training.
- He/ She should possess the ability to develop and lead an effective management team.

4.0 GENERAL CONDITIONS

- (i) All applicants must be Citizens of Tanzania of not more than 45 years of age except those who are in the public service;
- (ii) Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- (iii) Applicants should apply on the strength of the information given in this advertisement;
- (iv) Applicants must attach their certified copies of the following certificates;
 - (a) Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - (b) Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - (c) Form IV and Form VI National Examination Certificates;
 - (d) Birth certificate
- (v) Form IV and form VI results slips are strictly not accepted;
- (vi) Testimonials and all Partial transcripts will not be accepted;
- (vii) Presentation of forged certificates and other information will necessitate to legal action;
- (viii) Applicants employed in the public service should route their application letters through their respective employers;
- (ix) Applicants who have/were retired from the Public Service for whatever reason should not apply;
- (x) Applicants should indicate three reputable referees with their reliable contacts;
- (xi) Certificates from foreign examination bodies for Ordinary or Advanced level education should be certified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- (xii) Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- (xiii) Applicants with special needs/case (disability) are supposed/advised to indicate;
- (xiv) Application letters should be written either in Swahili or English,
- (xv) Deadline for application is 26th July, 2017 and;**
- (xvi) Only short listed candidates will be informed on a date for interview.**

*All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> (This address can also be found at PSRS Website, Click '**Recruitment Portal**')*

NOTE: APPLICATION LETTER MUST BE SIGNED AND ATTACHED DURING APPLICATION SUBMISSION BEARING THE FOLLOWING ADDRESS:

SECRETARY, PRESIDENTS OFFICE, PUBLIC SERVICE RECRUITMENT SECRETARIAT, 27 BIBI TITI MOHAMMED ROAD, P.O.BOX 63100, MAKTABA COMPLEX, 11102 DAR ES SALAAM.

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**