

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**VACANCY ANNOUNCEMENT- CONTRACT EMPLOYMENT**

**Ref.No.JA.9/259/01/A/ 414**

**22<sup>nd</sup> October, 2023**

On behalf of the Uongozi Institute, Public Service Recruitment Secretariat invites suitable, qualified and experienced Tanzanians to fill one (01) vacant post mentioned below.

**1.0 UONGOZI INSTITUTE**

The Institute of African Leadership for Sustainable Development, known as UONGOZI Institute, was established in 2010 by the Government of Tanzania to inspire and equip Tanzanian and African leaders to deliver inclusive and sustainable solutions. This is done through the provision of high-quality executive education programmes, facilitation of policy dialogues, action-oriented research, and technical assistance for public institutions.

**1.1 EVENT COORDINATOR - 1 POST**

**1.2 JOB SUMMARY:** Event Coordinator will be responsible for preparing, organising, and coordinating Institute's events and practical arrangements before, during and after the event.

**1.3 REPORTS TO:** Principal Communications Officer.

**1.4 DUTIES AND RESPONSIBILITIES**

- i. To coordinate the implementation of events;
- ii. To prepare, manage and track events budget in consultation with the users' Departments;

- iii. To prepare a detailed plan for the event organization, including an action plan with responsibilities, timelines. and budget based on the internal clients' requirements;
- iv. To coordinate the preparation of branded and other relevant material for events;
- v. To procure and manage the various vendors required for events in consultation with the users' Departments;
- vi. To manage outsourced parts of events organisation and logistics (hotels, venues, transport, flights, etc.);
- vii. To act as the primary contact point for participants (on logistical issues) from receipt of invitations to the conclusion of events;
- viii. To coordinate the logistical arrangements for the production of interviews to be filmed for the Institute's television programmes;
- ix. To assist production and dissemination of event outputs;
- x. To organise post-event evaluation and prepare reports on the event organization in collaboration with the respective Departments; and
- xi. To perform any other duties as may be assigned by the Supervisor.

### **1.5 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in one of the following fields: Marketing, Communications, International Relations, International Relations & Diplomacy or equivalent qualifications from recognized institutions. Candidate must have work experience of at least three (3) years in the field at a comparable level of responsibility.

**1.6 EMPLOYMENT TERMS:** Two (2) years contract renewable according to work performance.

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**

- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates: -
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
  - Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xiii. A signed application letter should be written either in Swahili or English and addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, University of Dodoma, Utumishi /Asha Rose Migiro Buildings Dodoma.**
- xiv. Deadline for application is **29<sup>th</sup> October, 2023;**
- xv. Only shortlisted candidates will be informed on a date for interview and;

xvi. Presentation of forged certificates and other information will necessitate to legal action;

**NOTE:** *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')*

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**