

**TANZANIA COMMISSION FOR SCIENCE AND TECHNOLOGY  
(COSTECH)**

**JOB VACANCIES (*RE-ADVERTISED*)**

**General information**

The Tanzania Commission for Science and Technology (COSTECH) is a Parastatal organization established by an Act of Parliament of Tanzania in 1986 as a successor to the Tanzania National Scientific Research Council. The Commission is under the Ministry of Education, Science & Technology.

COSTECH is the chief advisor to the Government on all matters pertaining to science, technology and innovation; and their application to the socio-economic development of the country. Among the functions of the Commission is co-ordinating and promoting research and technology development, and transfer activities in the country. This includes fostering innovations in the country. COSTECH is building the innovation ecosystem in the country including establishment of innovation spaces and incubators as platforms for developing and transferring of technologies. Among the innovation spaces which have been established is the Buni Hub.

**General Background:**

Buni hub previously known as the “Innovation Space” is a tech co-creation, working space found at the Tanzania Commission for Science and Technology (COSTECH) in Dar es Salaam, Tanzania. Buni hub focuses on promoting innovation and technology entrepreneurship in Tanzania. Buni hub was the first innovation space (tech hub) to be established in Tanzania as part of the TANZICT project, a four year bilateral project between the government of United Republic of Tanzania and the Finnish government, which ended in 2016; it is currently working under the Tanzania Commission for Science and Technology.

COSTECH in its project on innovation funded by DFID through HDIF is looking for competent personnel to run the Hub. The following posts are being advertised for persons to apply.

## **Information for all posts**

Supervisor: Coordinator, Centre for the Development and Transfer of Technology-COSTECH

Duty Station: Dar es Salaam/ Tanzania Commission for Science and Technology

Duration: Initially for two year, with possibility for extension.

Post Title: **HUB MANAGER**

**1 POST**

### **Duties**

- Work with COSTECH staff, and in some cases independently manage all the employed Buni Hub Members.
- Managing Buni Programmes (Mentorship, Internship, Fablab, Outreach and Support of Innovation Ecosystem).
- Work with other innovation spaces, living labs and support capacity building and help to develop programmes of those spaces.
- Participate in the creation of long-term sustainability strategy for the space and community.
- Leading Projects with Partners and Overseeing Partners Deliverables.
- Preparing Reports & Documentation.
- Supporting Hardware, Local Innovators, Infrastructures for Project Development.
- Promoting the Involvement of Local Innovators in Solving Community based Problems.
- Help on organizing and managing smooth transitioning of the hub towards sustainability.
- Perform any other duties as may be assigned by the Management.

### **Deliverables**

- Monthly, quarterly and annual reports and documentation based on Buni activities and programmes
- Successful implemented Buni programmes in alignment with the demands of the community members.
- Well coordinated Buni Hub team members
- All deliverables met in projects with partners based on the project's timeline
- Supported growth of innovation spaces
- Established new innovation spaces
- Team member's deliverables based on their assigned tasks.
- Buni Hub sustainability plan.

- Established businesses and products
- Raised funding
- Well skilled interns.

## **Qualification and Experience Requirements**

### **a) Education background**

- At least a Degree in Computer Science; Electronics; and Information, Communication and Technology (ICT).

### **b) Experience**

- Working experience of at least 4 years of which 2 years should be in managerial position in running an innovation space. Possess excellent communication skills and fluent in English and Swahili.

### **Merits**

- Experience of working with innovation spaces and academic institutions under Public Private Partnership
- Experience of working in innovation systems.

**Salary: Attractive remuneration package in accordance with COSTECH's salary scale**

**Post Title: PARTNERSHIP LEAD**

**POST: 1**

### **Duties and Responsibilities**

- Manage, and oversee all events that happen at Buni meet the community needs.
- Collect and analyze information from the community to deduce the needs of the community, and give recommendations to COSTECH;
- Make sure that community members are satisfied based on the programmes offered by the Buni Hub and track and measure customer satisfaction;
- Search for partners to work and collaborate with Buni Hub on different programs, this way we can raise funding to keep sustaining the hub.
- Handling Buni Public Relations issues.
- Running Community Outreach Programmes.
- Collaborate with other organizations, to create shared events and workshops to give value to the community.
- Represent Buni well on traditional media and press.
- Work to create active Buni divaz community who will be engaging in the Technology clubs that are about to establish in schools and universities.

- Make sure that all the projects done by Buni are successful by the time of project closure and that the partners are happy with the quality of service provided by Buni.
- Perform any other duties as may be assigned by the Management.

### **Deliverables**

- Sourced Partners for Buni.
- Well Managed Buni Events.
- Identified community needs
- Buni's visibility as well as that of COSTECH
- Event Reports

### **Qualification and Experience**

#### **a) Education background**

At Least a Diploma in Journalism and mass communication.

#### **b) Experience**

Working experience of at least 3 years with an innovation space or incubator, with excellent communication skills and fluent in English and Swahili.

### **Merits**

- Experience of working with innovation spaces and academic institutions under Public Private Partnership
- Experience of working in innovation systems.

**Salary: Attractive remuneration package in accordance with COSTECH's salary scale**

**Post Title: COMMUNITY & COMMUNICATION L EAD      1 POST**

### **Duties and Responsibilities**

- Managing Buni Community.
- Managing the Maker Community.
- Organizing Community Meet-ups.
- Assisting on the Community Outreach Activities.
- Managing all Buni Communications Platforms.
- Facilitating Hardware Capacity Building Programs
- Ensuring the community members are benefited with the programs and activities that Buni will be conducting.
- Facilitating the creation of innovation space user groups in various universities countrywide

- Working with living labs throughout the country.
- Running digital campaigns on all social media platforms so as to engage the community outside Buni
- Publishing Buni newsletters to spread the word about activities at the hub
- Conducting trainings and workshops that will aim at capacity buildings to all the interns as well as community members engaging at the hub

### **Deliverables**

- Completed makers projects
- Successful convened community meet-ups
- Well-organized innovation space user communities
- Buni Newsletter
- Created innovation space user groups
- Built hardware capacities
- Well managed Buni community

### **Qualification and Experience**

#### **a) Education Background**

At least Diploma in networking, computer science, information Technology with digital marketing skills.

#### **c) Experience**

Working experience of 2 years of doing community based activities. Excellent Communication Skills and fluent in English and Swahili.

### **Merits**

- Experience of working with innovation spaces and academic institutions under Public Private Partnership
- Experience of working in innovation systems.
- Experience of working with innovation space communities.

**Salary: Attractive remuneration package in accordance with COSTECH's salary scale**

## **HOW TO APPLY**

Interested and qualified candidates for this position must submit the following for consideration of the applications:-

1. Application letter, briefing stating why the candidates qualify for the position.
2. A current resume or curriculum vitae that provide clearly the applicant's work experience and other relevant information for the job.
3. Academic and professional certificates and awards.
4. Names of three referees.

Applicants are requested to indicate their telephone numbers and e-mail addresses for easy contact.

All applications must be addressed to the undersigned and submitted not later than **15<sup>th</sup> August 2018**. Applicants who will not be contacted should regard themselves unsuccessful.

Director General,  
Tanzania Commission for Science and Technology,  
P O Box 4302  
**DAR ES SALAAM**