

**TANZANIA COMMISSION FOR SCIENCE AND TECHNOLOGY  
(COSTECH)  
ISO 9001:2008 CERTIFIED**



**VACANCIES  
ADVERTISEMENT**

COSTECH invites applications from Public Servants who desire to be transferred to COSTECH for the positions of **Chief Research Officer, Principal Research Officer, Senior Research Officer, Research Officer Grade I, Principal Accountant Grade II, Senior ICT Officer Grade I, Personal Secretary Grade I and Principal Technician Grade I.**

COSTECH began operations in 1986 and since then, it has been the principal advisory organ of the government on all matters relating to science, technology and innovation (STI). It is entrusted with the advisory role of formulating policy on science and technology and its implementation; it monitors and coordinates scientific research, technology development and transfer; acquires, stores and disseminates scientific and technological information and fosters regional and international cooperation.

**1. Chief Research officer ( 5 Posts)**

**Qualifications**

Holder of a PhD in Physical, Natural, Social, and Engineering Sciences. Agriculture, livestock, Energy, Industries, Infrastructure, Geo Science, Environmental, Economic, Education, Policy, Demography, Sociology, Communication, Documentation, Legal, Business, Innovation and Entrepreneurship, and any other related field from recognized institutions who attained a minimum of an upper second class in undergraduate level with a work experience of at least nine (9) years in a related field in reputable Institutions plus at least ten scientific publications after attaining PhD. Must be computer literate, and fluent in Swahili and English.

**Duties and Responsibilities**

- (i) To coordinate and promote quality scientific research in national priority areas and agenda at all levels in the relevant clusters and fields/sectors of the economy;
- (ii) To undertake effective monitoring and evaluation of R&D activities;
- (iii) To keep up to date inventory of national scientific activities, inputs, outputs, impacts, research equipment and research scientists in R&D institutions, academic, government and private sector;
- (iv) To be abreast with new and emerging Researches, Technologies and Innovations and prepare strategies for acquiring adaptation and adaptation;

- (v) To mobilize resources to compliment support from the government for supporting STI activities in the country; and
- (vi) Performs any other duties as assigned by superior.

## **2. Principal Research officer (4 Posts)**

### **Qualifications**

Holder of a PhD in Physical, Natural, Social, and Engineering Sciences. Agriculture, livestock, Energy, Industries, Infrastructure, Geo Science, Environmental, Economic, Education, Policy, Demography, Sociology, Communication, Documentation, Legal, Business, Innovation and Entrepreneurship, and any other related field from recognized institutions who attained a minimum of an upper second class in undergraduate level with a work experience of at least seven (7) years in a related field in a reputable Institutions plus at least 7 scientific papers. Must be computer literate, and fluent in Swahili and English.

### **Duties and Responsibilities**

- (i) To initiate, develop and execute programmes and activities in respective directorate;
- (ii) To act as link between the Director/Head of Department and junior staff;
- (iii) To ensure junior staff targets are achieved and recognized;
- (iv) To assist in planning and budgeting for the Department activities;
- (v) To coordinated donor funded projects in line with contracts signed between the donors and COSTECH;
- (vi) To produce monthly, quarterly and annual progress reports of the department for compilation into the Commissions monthly, quarterly and annual reports; and
- (vii) Performs any other duties as assigned by superior.

## **3. Senior research Officer**

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### **Qualifications**

Holder of a Master degree in Physical, Natural, Social, and Engineering Sciences. Agriculture, livestock, Energy, Industries, Infrastructure, Geo Science, Environmental, Economic, Education, Policy, Demography, Sociology, Communication, Documentation, Legal, Business, Innovation and Entrepreneurship, and any other related field from recognized institutions who attained a minimum of an upper second class in undergraduate level with a work experience of at least five (5) years in a related field in reputable Institutions and must have plus at least 4 scientific publications. Must be computer literate, and fluent in Swahili and English

### **Duties and Responsibilities**

- (i) To execute, follow up and submit reports on activities and programmes within the respective cluster/departments;
- (ii) Attached to Principal Research Officer in the execution of directorate programmes;
- (iii) Participate in preparation and implement work plan in line with COSTECH strategic plan and annual Budget;

- (iv) Participate in departmental planning and Budgeting and assists in implementation of planned activities in time; and
- (v) Performs any other duties as assigned by superior.

#### **4. Research officer Grade I (2 Posts)**

##### **Qualifications**

Holder of a Master degree in Physical, Natural, Social, and Engineering Sciences. Agriculture, livestock, Energy, Industries, Infrastructure, Geo Science, Environmental, Economic, Education, Policy, Demography, Sociology, Communication, Documentation, Legal, Business, Innovation and Entrepreneurship, and any other related field from recognized institutions who attained a minimum of an upper second class in undergraduate level with a work experience of at least three (3) years in related field plus at least two scientific publications after attaining Master Degree. Must be computer literate, and fluent in Swahili and English.

##### **Duties and Responsibilities**

- (vi) To participate in execution, follow up and submission of reports on activities and programmes within the respective cluster/departments;
- (vii) Attached to Principal Research Officer in the execution of directorate programmes;
- (viii) To participate in preparation and implement work plan in line with COSTECH strategic plan and annual Budget;
- (ix) To Participate in departmental planning and Budgeting and assists in implementation of planned activities in time; and
- (x) Performs any other duties as assigned by superior.

#### **5. Senior ICT Officer Grade I (1 Post)**

##### **Qualifications**

Holder of a Master Degree in Computer Science/Engineering/IT from a recognized Institution with seven (7) years working experience in the relevant field.

##### **Main Duties and Responsibilities**

- (i) To carry out systems analysis design and program specifications in liaison with users;
- (ii) To develop, implement and maintenance of systems, ensuring adherence to established ICT standards;
- (iii) To supervise and compile overall systems documentation, and advising on ICT related issues;
- (iv) To supervise installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- (v) To develop and maintain ICT standards, recommending and supervising Hardware/Software specifications for Information Communication Technology equipment;
- (vi) To supervise logging of problems, drawing and scheduling preventive maintenance; and

- (viii) To perform any other official duties assigned by Superior.

## **6. Principal Accountant Grade II (1 Post)**

### **Qualification**

Holder of CPA or its equivalent qualifications and registered by NBAA, under “Associate” or “Fellow” category. Master Degree in Finance, Business Administration, or its equivalent qualifications from recognized institutions with at least seven (7) years working experience. Must be computer literate, and fluent in Swahili and English.

### **Main Duties and Responsibilities**

- (i) To participate in handling investments of the Commission;
- (ii) To prepare Final accounts, budget and budget controls;
- (iii) To direct implementation of accounting functions by ensuring collection, classification, recording and reconciliation of accounting data;
- (iv) To prepare in accordance with accepted accounting principles, the consolidated annual accounts of the Commission;
- (v) To initiate and recommend improvements in accounting system;
- (vi) To manage the internal accounting and record keeping work for the Commission;
- (vii) To prepare statutory statements of the Commission;
- (viii) To provide for an adequate external audit that will safeguard the assets of the organization, check the accuracy and reliability of accounting data and encourage adherence to prescribed accounting policies;
- (ix) Performs any other duties as assigned by superior.

## **7. Personal Secretary Grade I (2 Posts)**

### **Qualifications**

Holder of a CSE with Certificate in Secretarial Services from Tanzania Public Service College (TPSC) or any other recognized institution or holder of ACSE with at least 2 principal passes with certificate in secretarial duties from a recognized institution with relevant working experience of at least three (3) years in similar position.

### **Main Duties and Responsibilities**

- (i) Typing confidential and non-confidential matters;
- (ii) Attend visitors, Receives telephone calls and take messages;
- (iii) Maintains dairy of appointments;
- (iv) Prepare meetings;
- (v) Makes booking and travel arrangements for immediate officer; and
- (vi) Supervises and guides junior secretaries; and
- (vii) Performs any other duties as assigned by superior.

## **8. Principal Technician Grade I (1 Post)**

### **Qualifications**

Holder of a Diploma in Estate Management, Civil Engineering, Computer Science, Laboratory Management or equivalent qualifications with nine (9) years working experience.

### **Main Duties and Responsibilities**

- (i) Implements maintenance and rehabilitation plans for laboratory, buildings and workshop facilities.
- (ii) Liaises with user departments on matters pertaining to smooth operation of estate, research and consultancy activities;
- (iii) Plans, organizes, coordinates and control all activities of laboratory and workshop;
- (iv) Advises on the hardware upgrading and purchasing of spare parts and equipment required by the Commission;
- (v) Trains and supervises junior staff;
- (vi) Performs any other duties as assigned by superior.

### **HOW TO APPLY**

Interested and qualified candidates for these positions must submit the following for consideration of the applications:-

1. Application letter, briefing stating why the candidate qualify for the position.
2. A current resume or curriculum vitae that provides 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 through current employers 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**