

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/28

31 August, 2024

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Forestry Research Institute (TAFORI), Public Service Recruitment Secretariat invites dynamics and suitable qualified Tanzanians to fill thirty-two (32) vacant posts mentioned below.

1.0 TANZANIA FORESTRY RESEARCH INSTITUTE (TAFORI)

Tanzania Forestry Research Institute (TAFORI) was established by Act No. 5 of 1980 and its amendments of 2023 with a broad mandate of conducting and coordinating research on all fundamental aspects of Beekeeping, Forest Production and Utilization in relation to the conservation of forests and allied resources in order to offer Scientific and Technical services on various aspects of forestry and beekeeping.

1.1 RESEARCH OFFICER GRADE II (FORESTRY) - 8 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry and analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from Senior Researchers or team leader;
- iii. To prepare and submit a manuscript draft to respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;

- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancy; and
- viii. To perform any other official duties as may be assigned by the Supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of Master Degree and Bachelor Degree in one of the following fields: Forestry, Agroforestry, Forest Products and Technology, Environmental and Natural Resource Economics, Forest Resource Assessment and Management from a recognized Institution with a minimum of an Upper Second Class at Undergraduate Level.

1.1.3 SALARY SCALE: PRSS 2

1.2 RESEARCH OFFICER GRADE II (FOREST ENGINEERING) - 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry and analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from Senior Researchers or team leader;
- iii. To prepare and submit a manuscript draft to respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancy; and
- viii. To perform any other official duties as may be assigned by the Supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Master Degree and Bachelor Degree in Forest Engineering from a recognized Institution with a minimum of an Upper Second Class at Undergraduate Level.

1.2.3 SALARY SCALE: PRSS 2

1.3 RESEARCH OFFICER GRADE II (BOTANY) - 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry and analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from Senior Researchers or team leader;
- iii. To prepare and submit a manuscript draft to respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancy; and
- viii. To perform any other official duties as may be assigned by the Supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of Master Degree and Bachelor Degree in Botany from a recognized Institution with a minimum of an Upper Second Class at Undergraduate Level.

1.3.3 SALARY SCALE: PRSS 2

1.4 RESEARCH OFFICER GRADE II (BEEKEEPING) - 4 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry and analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from Senior Researchers or team leader;
- iii. To prepare and submit a manuscript draft to respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancy; and
- viii. To perform any other official duties as may be assigned by the Supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of a Master Degree and Bachelor Degree in one of the following fields: Beekeeping, Beekeeping Science and Technology, Bee Resources, from a recognized Institution with a minimum of an Upper Second Class at the Undergraduate Level.

1.4.3 SALARY SCALE: PRSS 2

1.5 RESEARCH OFFICER GRADE II (MICROBIOLOGY) - 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry and analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from Senior Researchers or team leader;
- iii. To prepare and submit a manuscript draft to respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancy; and
- viii. To perform any other official duties as may be assigned by the Supervisor.

1.5.2 QUALIFICATION AND EXPERIENCE

Holder of a Master Degree and Bachelor Degree in Microbiology from a recognized Institution with a minimum of an Upper Second Class at the Undergraduate Level.

1.5.3 SALARY SCALE: PRSS 2

1.6 RESEARCH ASSISTANT (FORESTRY) - 8 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To assists in the field data collection, computer data entry and analysis and in gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to respective supervisor for review;
- iv. To train and supervise other Technicians;

- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancies; and
- viii. To perform any other official duties as may be assigned by the Supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields: Forestry, Agroforestry, Forest Products and Technology, Environmental and Natural Resource Economics, Forest Resource Assessment and Management from a recognized Institution with a minimum of an Upper Second Class at Undergraduate Level.

1.6.3 SALARY SCALE: PRSS 1

1.7 RESEARCH ASSISTANT (BOTANY) - 2 POSTS

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To assists in the field data collection, computer data entry and analysis and in gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancies; and
- viii. To perform any other official duties as may be assigned by the Supervisor.

1.7.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree Botany from a recognized Institution with a minimum of an Upper Second Class at Undergraduate Level.

1.7.3 SALARY SCALE: PRSS 1

1.8 RESEARCH ASSISTANT (BEEKEEPING) - 6 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

- i. To assists in the field data collection, computer data entry and analysis and in gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor
- iii. To prepare and submit a draft manuscript to respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancies; and
- viii. To perform any other related duties as may be assigned by the Supervisor.

1.8.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree in one of the following fields: Beekeeping, Bee Resources, Beekeeping Science and Technology from a recognized Institution with a minimum of an Upper Second Class.

1.8.3 SALARY SCALE: PRSS 1

1.9 RESEARCH ASSISTANT (MICROBIOLOGY) - 1 POST

1.9.1 DUTIES AND RESPONSIBILITIES

- i. To assists in the field data collection, computer data entry and analysis and in gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor
- iii. To prepare and submit a draft manuscript to respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposal and consultancies; and
- viii. To perform any other related duties as may be assigned by the Supervisor.

1.9.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree in Microbiology from a recognized Institution with a minimum of an Upper Second Class.

1.9.3 SALARY SCALE: PRSS 1

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;**
- 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:-
 - 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;

- v. Attaching copies of the following certificates is strictly not accepted:-
- Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. 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 Building /Asha Rose Migiro Buildings - Dodoma.**
- xiii. Deadline for application is 13th **September, 2024**;
- xiv. Only short-listed candidates will be informed on a date for interview and;
- xv. 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.aiira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal**')**

Released by:

SECRETARY

PUBLIC SERVICE RECRUITMENT SECRETARIAT