

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE



INSTITUTE OF RURAL DEVELOPMENT PLANNING



*In reply please quote:*

Ref. No. BA.77/117/02B/01

Date: 11 October, 2024

ADVERTISEMENT - TRANSFER VACANCIES

**1.0 Introduction**

The Rector of The Institute of Rural Development Planning (IRDP) invites applications from suitably qualified Public Servants who wish to transfer their employment to the Institute to fill vacant posts in various fields as stipulated in this advertisement.

**1.1 Academic Posts**

S/N	Designation	Area of Specialization	No. of Posts	Qualifications
1.	<b>Assistant Lecturer</b>	<b>Project Planning and Management</b>	1	Master Degree and Bachelor Degree in Project Planning and Management. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Environment</b>	2	Master Degree in Environment and Bachelor Degree in environment or related field. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Information and Communication Technology</b>	4	Bachelor Degree and Master Degree in Information Technology/Computer Science/Computer Engineering/Computer Programming/Software Engineering. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Community Development</b>	1	Master Degree and Bachelor Degree in Community Development or in relevant fields. The candidate must have a GPA

All Correspondences should be addressed to "The Rector"

Donbosco Road, 41213 Mbwanga, P.O. Box 138, Dodoma, Telephone: +255 26 2963037, Fax: +255 26 2963036, E-mail: [rector@irdp.ac.tz](mailto:rector@irdp.ac.tz), Website: [www.irdp.ac.tz](http://www.irdp.ac.tz)

			of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Development Studies</b>	2 Master Degree and Bachelor Degree in Development Studies or in relevant fields. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree
		<b>Land Management and Valuation</b>	3 Master Degree in Land Administration, Real Estate (Business, Valuation, Economic and Finance) and Bachelor Degree in Land Management and Evaluation, or in relevant fields. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Accountancy and Finance</b>	3 Master Degree and Bachelor Degree in Accounting and Finance, Business Administration majoring in Accounting and Finance or in relevant fields. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Economics</b>	3 Bachelor and Master Degree in Economics or Economics and Statistics. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Entrepreneurship</b>	1 Master Degree and Bachelor Degree in Entrepreneurship Development, Business Administration majoring in Entrepreneurship or in relevant fields. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Mathematics and Statistics</b>	1 Master Degree in Mathematics and Statistics. The candidate must have the related Bachelor Degree with a GPA of at least 3.5 and a minimum of 3.8 GPA in Master Degree.
		<b>Regional Development Planning</b>	1 Master Degree and Bachelor Degree in Regional Development Planning or in relevant fields. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.

		<b>Community Development</b>	1	Master Degree and Bachelor Degree in Planning and Community Development or in relevant fields. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Statistics</b>	4	Master Degree and Bachelor Degree in Statistics or in relevant fields. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Development Studies</b>	1	Master Degree and Bachelor Degree in Development studies or in relevant fields. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Communication Skills</b>	1	Master Degree and Bachelor Degree in Language, Linguistics or in relevant fields. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Business Management</b>	1	Master Degree and Bachelor Degree in Business Administration/Management or in relevant fields. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Geomatics</b>	2	Master Degree in Geomatics and Bachelor Degree in Geomatics or in relevant fields. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Urban Planning and Management</b>	1	Master of Science in Construction Economics and Management and Bachelor Degree in Building Economics, or in relevant fields. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Environmental Health and Sanitation</b>	2	Master Degree in Environmental Health and Bachelor Degree in Environmental Health or in relevant fields. The candidate must have a GPA of at least

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				3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Sub Total</b>	<b>35</b>	
2	<b>Tutorial Assistant</b>	<b>Sociology and Gender</b>	<b>1</b>	Bachelor Degree in Sociology and Gender or in relevant fields. The candidate must have a GPA of at least 3.5.
		<b>Accountancy and Finance</b>	<b>2</b>	Bachelor Degree in Accounting and Finance, Business Administration majoring in Accounting and Finance or in relevant fields. The candidate must have a GPA of at least 3.5 in Bachelor Degree and a minimum of 3.8 GPA in Master Degree.
		<b>Law</b>	<b>4</b>	Bachelor Degree in Laws or Business laws or in other relevant fields. The candidate must have a GPA of at least 3.5.
		<b>Physics and Mathematics</b>	<b>1</b>	Bachelor Degree in Physics and Mathematics or in relevant fields. The candidate must have a GPA of at least 3.5.
		<b>Geomatics</b>	<b>2</b>	Bachelor Degree in Geomatics or in relevant fields. The candidate must have a GPA of at least 3.5.
		<b>Sub Total</b>	<b>10</b>	
	<b>Total Posts</b>		<b>45</b>	

## 1.2 Administrative Posts

S/N	Designation	No. of Posts	Qualifications
1.	<b>Assistant Information Communication Technology Officer II</b>	1	Diploma in Computer Science, Information Technology, Electronic Engineering or related qualification from recognized Institutions.
2.	<b>Information Communication Technology Officer I</b>	1	Bachelor Degree in Computer Science, Information Technology, Computer Engineering or relevant field from recognized Institution.
3.	<b>Assistant Laboratory Technologist II</b>	1	Form IV/VI plus Certificate in Medical Laboratory Science, Medical Laboratory Technology or equivalent qualification from a recognized Institution.
4.	<b>Records Management Assistant II</b>	1	Diploma in Records Management, Archives Management, Records and Archives Management, Archive and Documentations, Records and Information Management or equivalent qualifications from a recognized institution.
5.	<b>Nurse II</b>	1	Certificate (NTA Level 5) in Nursing, Midwifery or equivalent qualification from recognised institutions and registered with Tanzania Nurses and Midwives Council.
6.	<b>Nurse I</b>	1	Certificate (NTA Level 5) in Nursing, Midwifery or equivalent qualification from recognised institution with at least four (4) years relevant work experience. Must be registered with Tanzania Nurses and Midwives Council.
	<b>Accountant II</b>	1	Bachelor Degree in Accountancy, Finance, Accounting and Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualification from a recognized Institution. The candidate must possess either of CPA (T), ACCA, ACA, CIMA, or equivalent professional qualification recognized by the NBAA.
7.	<b>Accounts Officer II</b>	1	Bachelor Degree in Accountancy, Finance, Accounting and Finance, Business Administration majoring in Accountancy or Finance or equivalent from a recognized Institutions.

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8.	<b>Clinical Officer II</b>	2	Diploma in Clinical Medicine or its equivalent from a recognized institution
9.	<b>Legal Officer I</b>	1	Bachelor Degree in Law (LLB) or equivalent qualification from any recognized institution and must have attended and passed Internship or Law School of Tanzania with at least four (4) years of relevant work experience.
10.	<b>Legal Officer II</b>	1	Bachelor Degree in Law (LLB) or equivalent qualification from any recognized Institution and must have attended and passed Internship or Law School of Tanzania.
11.	<b>Assistant Nursing Officer II</b>	1	Diploma in Nursing, Midwifery or equivalent qualification from recognized institution and must be registered with Tanzania Nurses and Midwives Council.
12	<b>Assistant Nursing Officer I</b>	1	Diploma in Nursing, Midwifery or equivalent qualification from recognized institution and must be registered with Tanzania Nurses and Midwives Council with at least four (4) years of relevant work experience.
	<b>Sub Total</b>	<b>14</b>	
	<b>Grand Total</b>	<b>59</b>	

### 1.3 General Conditions for Interested Applicants

- a) Applicants must attach an up to date Curriculum Vitae (CV) bearing reliable contacts, postal address, email address, accessible mobile phone numbers and three reputable referees.
- b) All applications must be attached with certified copies of academic certificates & transcripts, Form IV&VI certificates as appropriate, birth certificate, appointment letter, and confirmation letter.
- c) All applicants should channel their application letters through their respective employers.
- d) Applicants should be willing to work at either Dodoma or Mwanza.
- e) All applicants must be computer literate.
- f) Deadline for receiving applications is 31<sup>th</sup> October, 2024

g) Applicants should indicate their willingness and commitment to cover transfer costs.

Applicants should channel their application to:



Rector,

Institute of Rural Development Planning

P.O.Box 138,

**DODOMA.**

**Tel: +255 26 2963037**