

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/114

28<sup>th</sup> December, 2024

### VACANCY ANNOUNCEMENT

On behalf of Tanzania Wildlife Research Institute (TAWIRI) Public Service Recruitment Secretariat invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill three (03) vacant posts as mentioned below;

#### 1.0 THE TANZANIA WILDLIFE RESEARCH INSTITUTE (TAWIRI)

Tanzania Wildlife Research Institute (TAWIRI) is a Parastatal organization under the Ministry of Natural Resources and Tourism established in 1980 by Act of the Parliament of the United Republic of Tanzania No. 4 (CAP 260 R.E. 2021). TAWIRI has a national mandate for conducting and coordinating wildlife research and sharing scientific information with stakeholders for sustainable biodiversity conservation. In order to carry out and promote the carrying out of quality research in wildlife, the Institute has to attract and retain high-level and motivated scientists and supporting staff. Currently, the Institute comprises of five Wildlife Research Centers Namely Western, Kingupira, Njiro, Southern Highlands and Serengeti.

#### 1.1 RESEARCH OFFICER II – 3 POSTS (Work Station – TAWIRI)

##### 1.1.1 DUTIES AND RESPONSIBILITIES

- i. To collect, process and analyze data related to wildlife management;
- ii. To collaborate and interact with research scientists in the dissemination and application of research findings as appropriate;

- iii. To gather relevant literature and write up research reports;
- iv. To assist in gathering relevant information on disease surveillance and writing up reports;
- v. To prepare protocols for wildlife immobilization and handling of wildlife for disease investigation and rescue of snared animals;
- vi. To develop a research proposal for fundraising;
- vii. To publish research results in peer-reviewed journals/publishers; and
- viii. To perform any other related duties as may be assigned by the immediate supervisor.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Master Degree and Bachelor Degree in Wildlife Management or Wildlife Science and Conservation from recognized institutions with a minimum of an Upper Second Class for Undergraduate Degree.

### **1.1.3 REMUNERATION – PRSS 2**

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania with an age not above **45** years.
- 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/Certificates 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 **10<sup>th</sup> January, 2025.**

- xv. Only shortlisted candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate 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**