

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.EA.7/96/01/J/12

17th March, 2019

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Food and Nutrition Centre (TFNC) President's Office, Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated Tanzanians to fill 5 vacant posts mentioned below;

1.0 TANZANIA FOOD AND NUTRITION CENTRE (TFNC)

Tanzania Food and Nutrition Centre (TFNC) is a Government Institution under the Ministry of Health, Community Development, Gender, Elderly and Children. The Centre is responsible for spearheading nutrition activities in the country with the objective of promoting good nutrition.

1.1 DIRECTOR OF FOOD SCIENCE AND NUTRITION (1 POST)

1.1.1 DUTIES AND RESPONSIBILITIES:

- i. Responsible to the Managing Director on matters concerning Food Science and Nutrition;
- ii. To undertake research related to food processing, preservation and product development;
- iii. To provide general administration and supervision of staff under the directorate;
- iv. To supervise preparation of plan of action and budgets for the directorate;
- v. To supervise designing and development of appropriate food processing and preservation technologies at the Centre;

- vi. To promote collaboration with National and International Organizations in research relating to food processing, preservation and product development.;
- vii. To promote commercialization of relevant technologies relating to food processing preservation and product development;
- viii. To provide consultancy services in field of competence;
- ix. To conduct in service training for in house and other service providers; and
- x. To perform any other duties assigned by the Managing Director.

1.1.2 QUALIFICATION AND EXPERIENCE

Post graduate Degree, preferably PhD either in Food Science, Food-Technology, Food Chemistry, Microbiology or Biochemistry. He/She should have research work experience of not less than eight (8) years in related field of which five (5) should be in senior managerial position and five (5) publications in peer reviewed journals. Training in Management is an added advantage.

1.1.3 SALARY SCALE: PRSS 8.1

1.2 DIRECTOR OF NUTRITION POLICY AND PLANNING (1POST)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Responsible to the Managing Director on matters relating to Nutrition Policy and Plans;
- ii. To provide general administration and supervision of staff under the directorate;
- iii. To co-ordinate monitoring and evaluation of the Centre's programmes and projects;
- iv. To undertake research relating to nutrition policy and planning;
- v. To co-ordinate Centre's plans and budget preparation
- vi. To advocate the national nutrition policy and national plan of action on nutrition in collaboration with relevant sectors;
- vii. To co-ordinate the nutrition management information system at the Centre;
- viii. To provide consultancy services in field of competence; and
- ix. To perform any other duties assigned by the Managing Director.

1.2.2 QUALIFICATION AND EXPERIENCE

Post graduate Degree, preferably PhD either in Economics, Agricultural Economics, or Statistics. He/She should have research work experience of not less than eight (8) years in related field of which five (5) should be in a senior managerial position with at least five (5) publications in peer reviewed journals. Training in Management is an added advantage.

1.2.3 SALARY SCALE: PRSS 8.1

1.3 1.3 DIRECTOR OF NUTRITION EDUCATION AND TRAINING (1POST)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Responsible to the Managing Director in matters pertaining to nutrition training/ education;
- ii. To provide general administration and supervision of staff under the directorate;
- iii. To supervise preparation of plan of action and budgets for he directorate;
- iv. To develop and review curricula and training guidelines for food and nutrition in collaboration with relevant institutions;
- v. To supervise the development of a national food and nutrition reference library;
- vi. To promote dissemination of food and nutrition information in collaboration with relevant institutions;
- vii. To co-ordinate development and sharing of food and nutrition education materials;
- viii. To undertake research in training and education in nutrition;
- ix. To provide consultancy services in field of competence;
- x. To conduct in service training for in house and other service providers;
- xi. To support training of nutrition related in higher learning institutions; and
- xii. To perform any other duties assigned by the Managing Director.

1.3.2 QUALIFICATION AND EXPERIENCE

Post graduate degree, preferably PhD either in Human Nutrition or Home Economics (Food and Nutrition). He/She should have research work experience of not less than eight (8) years in Education/Training or related field of which five (5) years should be

in senior managerial position and at least five (5) publications in peer reviewed journals. Training in Management, education information and communication is an added advantage.

1.3.3 SALARY SCALE: PRSS 8.1

1.4 1.4 DIRECTOR OF COMMUNITY HEALTH AND NUTRITION (1POST)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Responsible to the Managing Director on matters concerning Community Health and Nutrition;
- ii. To carryout general administration and supervision of the staff under his/her directorate;
- iii. To conduct assessment and analysis of nutrition situation in the country.
- iv. To develop interventions for the prevention of various forms of malnutrition including non-communicable diet related diseases;
- v. To participate in strengthening nutrition component in the mother and child health services in the country;
- vi. To undertake research in community health and nutrition;
- vii. To provide consultancy services in field of competence;
- viii. To conduct in service training for in house and other service providers; and
- ix. To perform any other duties assigned by the Managing Director.

1.4.2 QUALIFICATION AND EXPERIENCE

Post graduate degree, preferably PhD, either in Human Nutrition, Nutrition Epidemiology or Public Health (Nutrition). He/She should have research work experience of not less than eight (8) years in Community Nutrition or related field of which five (5) should be in senior managerial position and at least five (5) publications in peer reviewed journals. Training in Management is an added advantage

1.4.3 SALALY SCALE: PRSS 8.1

1.5 DIRECTOR OF FINANCE, HUMAN RESOURCE AND ADMINISTRATION (1POST)

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Responsible to the Managing Director in matters pertaining to finance, Human Resources and administration;
- ii. To co-ordinate the preparation of final accounts and audit of the Centre;
- iii. To supervise and approve the Centre's financial transactions;
- iv. To carryout general administration and supervision of staff under his/her directorate;
- v. Plan and develop human resource at the Centre;
- vi. To promote conducive working environment for Centre's staff;

- vii. To supervise preparation of quarterly and annual financial reports;
- viii. To supervise the preparation and updating of staff and financial regulations;
- ix. To support the procurement and supplies function;
- x. To supervise and co-ordinate income generating activities of the Centre; and
- xi. To perform any other duties assigned by the Managing Director.

1.5.2 QUALIFICATION AND EXPERIENCE

Holder of either CPA (T), ACCA, ACA, CIM or equivalent recognized by NBAA and Master's Degree either in Business Administration (MBA), Human Resource Management or Public Administration.

OR

Masters Degree either in Human Resource Management or Public Administration plus a Postgraduate Diploma in Financial Management or its equivalent. He/She should have an experience of not less than eight (8) years in Finance, Human Resources and Administration of which five (5) should be in senior managerial position.

1.5.3 SALALY SCALE: PGSS 15

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in public service;
- 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;
 - 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. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A **signed application letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar Es Salaam.*
- xiii. Deadline for application is **30th March, 2019** and;
- xiv. Only short listed candidates will be informed on a date for interview;
- 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.ajira.go.tz/> and not otherwise(This address also can be found at PSRS Website, Click 'Recruitment Portal')

SECRETARY

PUBLIC SERVICE RECRUITMENT SECRETARIAT