



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

**Ref.No.JA.9/259/01/A/89**

**02<sup>nd</sup> June, 2022**

**VACANCY ANNOUNCEMENT**

On behalf of Tanzania Wildlife Research Institute (TAWIRI) the Public Service Recruitment Secretariat invites qualified Tanzanians to fill **12** vacant post 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 share 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 (4) Wildlife Research Centers namely MahaleGombe, Kingupira, Njiro and Serengeti and six (6) stations namely Tabora, West Kilimanjaro, Endala, Kihansi, Mikumi and Magugu.

**1.0.1 RESEARCH ASSISTANT – 4 POSTS**

## **1.0.2 WORK STATIONS – 2 FOR NJIRO WILDLIFE RESEARCH CENTRE (1 TO BE BASED IN ARUSHA AND 1 TO BE BASED IN TABORA RESEARCH) STATION, 2 TO BE BASED IN SERENGETI WILDLIFE RESEARCH CENTRE**

### **1.0.3 DUTIES AND RESPONSIBILITIES**

#### **Beekeeping – 2 posts**

- i. To assist Research Officers in setting up experiments and data collection related to beekeeping;
- ii. To gather relevant literature and writing up of research reports;
- iii. To assist Senior Research Officers on collection, processing and analyzing data related to beekeeping;
- iv. To organize and carry out beekeeping training to local beekeepers on best practices of apiculture;
- v. To assist in routine beekeeping field studies;
- vi. To maintain and manage Institute's bee apiaries;
- vii. To undertake Colony division and queen rearing;
- viii. To undertake honey bee products processing, branding and value addition; and
- ix. To perform any other related duties as may be assigned by immediate supervisor.

#### **Wildlife Management – 1 post**

- i. To assist Research Officers in setting up experiments and data collection related to wildlife management;
- ii. To gather relevant literature and writing up of research reports;
- iii. To assist Senior Research Officers on collection, processing and analyzing data related to wildlife management;
- iv. To assist Senior Research Officers in dissemination of research findings;
- v. To participate in sample collection in collaboration with veterinary and laboratory specialists; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

#### **Laboratory Science – 1 post**

- i. To conduct routine field and laboratory monitoring which may involve field collection and maintain overall cleanness of the laboratory and equipment;
- ii. To assist in detecting disease for samples brought in the laboratory;
- iii. To gather relevant literature and writing up of research reports;
- iv. To assist in gathering relevant information on disease surveillance and writing up reports;
- v. To assist Senior Research Officers on collection, processing and analyzing of biological samples;
- vi. To prepare protocols for wildlife laboratory, collection of samples and handling of wildlife samples for disease investigation;
- vii. To supervise veterinary and laboratory students on their practical training; and
- viii. To perform any other related duties as may be assigned by immediate supervisor.

#### **1.0.4 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree of Science in Beekeeping, Wildlife Management, Zoology, Wildlife Science and Conservation, Laboratory Science, Biotechnology and Laboratory Science or equivalent qualification from recognized institutions with a minimum of an Upper Second Class

#### **1.0.5 REMUNERATION – PRSS 1**

#### **1.0.6 FIELD ASSISTANT II - 2 POSTS**

#### **1.0.7 WORK STATION - 1 FOR KIHANSI AND 1 FOR TAWIRI HEAD QUARTERS IN ARUSHA**

#### **1.0.8 DUTIES AND RESPONSIBILITIES**

- i. To assist in routine field studies, which may involve laboratory analysis;
- ii. To assist researchers in their day-to-day research activities;
- iii. To keep research equipment and camping facilities in the field according to the checklist;
- iv. To clean equipment and report any damage or loss of equipment to supervisor;
- v. To return field equipment at the storage place;

- vi. To ensure proper records and samples keeping in the laboratory;
- vii. To assist in keeping and research in animals kept in the laboratory/captive breeding facilities; and
- viii. To perform any other related duties as may be assigned by immediate supervisor

### **1.0.9 QUALIFICATION AND EXPERIENCE**

Diploma in Laboratory Science, Biotechnology and Laboratory Science or equivalent qualifications from recognized training institution. Experience in working with captive breeding facility in wildlife will be added advantage.

### **1.0.10 REMUNERATION - PGSS 4**

### **1.0.11 FIELD ASSISTANT III - 2 POSTS**

### **1.0.12 WORK STATION – 1 FOR TAWIRI HEAD QUARTER IN ARUSHA AND 1 FOR TABORA RESEARCH STATION**

### **1.0.13 DUTIES AND RESPONSIBILITIES**

#### **Beekeeping – 1 post**

- i. To conduct routine apiary management and record keeping;
- ii. To participate in conducting training to local beekeepers on best practices of apiculture;
- iii. To harvest and process all bee products;
- iv. To assist researchers on data collection;
- v. To ensure overall hive health including pest control;
- vi. To manage bee colonies and carry out colony division;
- vii. To assist researchers in their day-to-day research activities;
- viii. To perform any other related duties as may be assigned by immediate supervisor

#### **Wildlife Management – 1 post**

- ix. To assist in routine field studies, which may involve laboratory analysis;
- x. To assist researchers in their day-to-day research activities;

- xi. To keep research equipment and camping facilities in the field according to the checklist;
- xii. To clean equipment and report any damage or loss of equipment to supervisor;
- xiii. To return field equipment at the storage place;
- xiv. To ensure samples are properly kept well in the laboratory; and
- xv. To perform any other related duties as may be assigned by immediate supervisor

#### **1.0.14 QUALIFICATION AND EXPERIENCE**

Certificate in wildlife Management or Beekeeping from a recognized training institution.

#### **1.0.15 REMUNERATION - PGSS 3**

#### **1.0.16 FIELD ATTENDANT II – 2 POSTS**

#### **1.0.17 WORK STATION – 1 FOR MAGUGU RESEARCH STATION AND 1 FOR SERENGETI NATIONAL PARK**

#### **1.0.18 DUTIES AND RESPONSIBILITIES**

- i. To assist researchers in data collection in the field;
- ii. To assist researchers in sample processing;
- iii. To clean field equipment and report any damage or loss to supervisor;
- iv. To pack and unpack field equipment in the field vehicle according to the checklist provided by supervisor;
- v. To assist in camp setting and arrangement of equipment; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

#### **1.0.19 QUALIFICATIONS AND EXPERIENCE**

Holder of Form Four (4) Secondary Certificate who has passed at least two of the following Science subjects; Biology, Physics, Chemistry or Mathematics

#### **1.0.20 REMUNERATION – POSS 1**

#### **1.0.21 PERSONAL SECRETARY – 2 POSTS**

## **1.0.22 WORK STATION – 1 FOR TAWIRI HEAD QUARTERS, 1 FOR MAHALE GOMBE TO BE BASED IN KIGOMA TOWN**

### **1.0.23 DUTIES AND RESPONSIBILITIES**

- i. To type letters and other documents;
- ii. To receive visitors, ascertain the nature of their business and relay information to the executive concerned;
- iii. To maintain a diary of appointments, meetings, occasions, official travelling and other scheduled activities for the executives and inform/remind them before and on due date;
- iv. To handle incoming mails for personal attention of the relevant executive and ensures that information and correspondences are effectively circulated and managed;
- v. To prepare and facilitate departmental and other meetings and process records of proceedings;
- vi. To take dictations and transcribe accordingly;
- vii. To receive telephone calls and book outgoing telephone calls as required;
- viii. To attend routine hotel and travel arrangements of the executives;
- ix. To keep files, sensitive documents and other material in secured or confidential place; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

### **1.0.24 QUALIFICATION AND EXPERIENCE**

Holder of Certificate in Secretarial studies from Public Service College or any other recognized Institution who passed 80 w.p.m (Word per minute) short hand either in Swahili or English.

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** Years.;
- 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 who is retired from the Public Service for whatever reason should not apply;
- viii. An applicant 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).
- x. 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);
- xi. An applicant with special needs/case (disability) is 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, P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings - Dodoma.
- xiii. Deadline for application is 12<sup>th</sup> June, 2022;**
- xiv. Only shortlisted candidates will be informed on a date for interview and;
- xv. 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 SECRETARIA**

