

TRANSFER VACANCIES ANNOUNCEMENT

EASTERN AFRICA STATISTICAL TRAINING CENTRE

The Eastern Africa Statistical Training Centre is a higher learning Institution that was established in 1965 to train staff of the National Statistical Offices in eighteen Eastern and Southern African Countries. EASTC was established by Act no.28 of 1994 enacted by Parliament of the United Republic of Tanzania as Regional Institution based in Tanzania, with mandate to improve the capabilities of the United Republic of Tanzania and other user member States to produce the statistical data necessary for the assessment, planning and development of the people and the economics of those states through training of personnel engaged in the production of statistical data. Without prejudice of its mandatory as given by Act no. 28 of 1994, the Executive Agency act no 30 of 1997, and framework document signed by Minister of Planning and Economic Affairs, enabled the Centre to be Launched as Executive Agency on May 2002 as semi autonomy Centre in administration of its core functions .

EASTC is glad to announce to qualified public servants from other institutes to apply for vacancies for transfer.

TRANSFER VACANCIES

1) ESTATE OFFICER II – 1 POST

a. Required Qualification

Any employee who has attained Bachelor Degree in one of the following fields; Environmental Engineering, Architecture, Building Economics, Civil Engineering, Electrical Engineering, Land Management and Valuation or equivalent qualification from reputable institution. Must be registered as graduate Engineer/Architecture/Valuer/Quantity Surveyor with respective board.

b. Duties and Responsibilities

- i. To develop and implement estate strategy and long-term maintenance plan;
- ii. To oversee the development of the estate and the implementation of land use master plan;
- iii. To plan, organize and control estate and technical activities;
- iv. To conduct a feasibility studies and evaluate the viability of proposed projects on estate management and technical services;
- v. To ensure maintenance of Centre's office buildings and staff houses;
- vi. To ensure proper maintenance of office furniture and equipment;
- vii. To ensure best practice compliance with legislations, internal policies and procedures, health and safety in estate management; and
- viii. To perform any other related duties assigned by supervisor.

Salary Scale: PGSS 7.1

TERMS AND CONDITIONS OF THE SERVICE: Permanent and Pensionable

2) WARDEN II – 1 POST

a. Required Qualification

Any staff who has attained Bachelor Degree in one of the following fields; Education or Social Work or Psychology or Counseling and Guidance or other relevant field from recognized institutions.

b. Duties and Responsibilities

- i. To counsel and guide students in the halls of residence;
- ii. To coordinate students cultural, recreational and sports activities in the halls of residence;
- iii. To take care of students welfare and ensure that the sick are urgently treated;
- iv. To ensure that, Institute by laws, and regulations guiding student's life in the halls of residence are being observed;
- v. To handle problems of students accommodation;
- vi. To ensure that, the halls of residence are in good order; and
- vii. To report to the Dean of Students; and
- viii. To perform any other related duties assigned by supervisor;

Salary Scale: PGSS 6.1

TERMS AND CONDITIONS OF THE SERVICE: Permanent and Pensionable

3) SENIOR ACCOUNTANT II – 1 POST

a. Required Qualifications

Who has scored a minimum of 2 grades in performance appraisal after serving in that position for at least three (3) consecutive years

AND

Attained CPA (T), ACCA, and ACA, CIA or equivalent professional qualification recognized by the NBAA

b. Duties and Responsibilities:

- i. To examine vouchers and pass for payment;
- ii. To examine purchases receipts for the department;
- iii. To prepare imprest report to relevant authorities;
- iv. To prepare accounts reports;
- v. To prepare and adjust Payroll and Data Sheets;
- vi. To check accuracy of financial reports;
 - i. To analyze and recommend on the Financial and management reports on budget, income and expenditure;
 - ii. To verify accounts receivables;
 - iii. To prepare Non-Current Assets Register;
 - iv. To cross check cheque list-against voucher list;

- v. To respond to Audit queries;
- vi. To perform any other duties as may be assigned by supervisor(s).

Salary Scale: PGSS 9.1

TERMS AND CONDITIONS OF THE SERVICE: Permanent and Pensionable

4) RECORD MANAGEMENT ASSISTANT II – 1 POST

a. Required Qualifications

Any employee who has acquired Diploma in one of the following fields: Archives, Records Managements, Archives and Information Management or equivalent qualifications from recognized Institutions.

b. Duties and Responsibilities

- i. Opens new files and indexes cards as directed by the Supervisor;
- ii. Maintains an up-to-date register of Office files;
- iii. Files correspondence into the appropriate files and cross references;
- iv. Copies correspondence to relevant files and attaches them whenever deemed necessary;
- v. Gives file searchers numbers of files which are required for filing;
- vi. Reviews pending correspondence and lists files required for filing;
- vii. Maintains up-to-date file index;
- viii. Performs any other duties as may be assigned by the Superior
- ix. To perform any other official duties as may be assigned by supervisor.

Salary Scale: PGSS 3.1

TERMS AND CONDITIONS OF THE SERVICE: Permanent and Pensionable

5) PRINCIPAL LEGAL OFFICER II – 1 POST

a. Required Qualifications

Who has attained Master Degree in Law (LLM) or equivalent qualifications from recognized institution who has working experience of at least three (3) years in that position.

b. Duties and Responsibilities

- i. Representing the Unit in more complex legal actions;
- ii. Preparing legal briefs and provide legal advice to the legal matters;
- iii. Working out on and advise the Unit on matters pertaining to its policies, laws and regulations;
- iv. Maintaining records of legal matters filed in the court or dealt with by the Unit;
- v. Drafting contracts pertaining to EASTC business;
- vi. Maintaining custody of statutory instruments, contracts and other legal documents of the Unit;
- vii. Attends to registration of legal documents and probate matters; and
- viii. Performing any other official duties as may be assigned by higher authorities;

Salary Scale: PGSS 11.1

TERMS AND CONDITIONS OF THE SERVICE: Permanent and Pensionable

6) DRIVER II – 1 POST

a. Required Qualification

Who has attained Form IV or VI certificate with Basic Driving certificate from VETA or NIT or any other recognized institutions by the Government and valid Class C1 or E Driving License. Must have clean driving experience of at least one (1) year without causing accident.

b. Duties and Responsibilities

- i. Driving EASTC's vehicles to approved destinations and in accordance with traffic regulations;
- ii. Inspecting vehicles for defects before and after trips and submit reports indicating vehicle condition to the administration office;
- iii. Maintaining, keeping and updating motor vehicle log books according to laid down regulations;
- iv. Checking and ensuring that the vehicle and goods are properly locked and secured at all times;
- v. Inspecting and reporting any problem of the vehicle to his/her reporting Officer;
- vi. Ensuring safety and cleanliness of the vehicle;
- vii. Reporting to the immediate supervisor on preventive and repairs required;
- viii. Carrying out minor repairs of the vehicle;
- ix. Collecting and delivering mails and other documents of the Unit; and
- x. Performing any other official duties as may be assigned by higher authorities.

Salary Scale: PGSS 2.1

TERMS AND CONDITIONS OF THE SERVICE: Permanent and Pensionable

7) ICT OFFICER II – 1 POST

a. Required Qualifications

Any employee who has Bachelor Degree or Advanced Diploma in one of the following fields; Computer Science, Computer Engineering, Software Engineering, Information Communication Technology, Database Administration, Computer Systems Analysis, Computer Systems Security, Network Administration, Web and Multimedia Administration, Computer Applications, Computer Programming or equivalent qualifications from a recognized Institution

b. Duties and Responsibilities

Computer Systems Analysis

- i. To provide first level support to office automation systems such as installations, upgrades and troubleshooting.
- ii. To run the start, end of day and periodic processes for EASTC business systems.
- iii. To produce relevant reports and other information as requested by management,

- iv. To customize business needs and requirements to the application software.
- v. To receive, document and attend all problems reported to help desk by users.
- vi. To ensure all data/information is backed up, verified and stored off site.
- vii. To perform any other related duties as may be assigned by the supervisor.

Salary Scale: PGSS 7.1

TERMS AND CONDITIONS OF THE SERVICE: Permanent and Pensionable

8) SENIOR LECTURER – 1 POST

a. Required Qualification

Who holds a (PhD) degree in the relevant field and registered as technical teachers who have a good performance appraisal including teaching, research and consultancy services. Must have published an acceptable text book or published at least 3 peer reviewed papers since last promotion.

Or

By promotion of a Lecturer who holds a Masters Degree in the relevant field and has been registered as a technical teachers, who has a good performance appraisal including teaching, research and consultancy services after serving in that position for at least 5 years and must have published an acceptable text book or published at least **five peer** reviewed papers since last promotion.

b. Main Duties and Responsibilities

- i. To teach students up to NTA level 9 (Master's Degree);
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercise for students;
- iv. To conduct consultancy and community services
 - i. To undertake individual research
 - ii. To supervise and guide post-graduate student;
 - iii. To prepare teaching manuals, simulations and case studies for training;
 - iv. To coach junior teaching staff and
 - v. To assume managerial leadership roles e.g. coordination of academic programmes or major research projects and consultancy.

Salary Scale: PHTS 4.1

TERMS AND CONDITIONS OF THE SERVICE: Permanent and Pensionable

9) LECTURER -1 POST

a. Required Qualification

Who holds a Masters Degree in the relevant field and has been registered technical teacher, who has scored a good performance appraisal in that position for at least three (3) years and must have published at least **two peer** reviewed papers in the relevant field since last promotion

Or

Who have acquired a Doctorate (PhD) Degree in relevant field from recognized institutions of higher learning

b. Main Duties and Responsibilities

- i. To teach NTA level 8 for Master's degree holders and up to NTA level 9 for PhD holders;
- ii. To guide and supervise students in building up their practical and research projects; Eastern Africa Statistical Training Centre;
- iii. To prepare learning resources and design training exercise for students;
- iv. To conduct consultancy and community services;
- v. To develop and review existing curriculum;
- vi. To undertake individual research and participates in;
- vii. To prepare teaching manuals, simulations and case studies for training and
- viii. To coach junior teaching staff.

Salary Scale: PHTS 3.1

TERMS AND CONDITIONS OF THE SERVICE: Permanent and Pensionable

APPLICATION PROCEDURES;

NB: All Applicants' letters should be forwarded through their respective employers. A letter which will not be forwarded through the employer will not be considered.

Deadline for Application is 13th September, 2022

All application with CV should be sent to:

Rector

Eastern African Statistical Training Centre,

P.O. Box 35103,

DAR ES SALAAM.