



E-mail: info@mzumbe.ac.tz

Tel: +255 (0) 23 2604380/1/3/4 (Ext 1052)

Website: www.mzumbe.ac.tz

Cell: +255 754 694029

Fax: +255 (0) 23 2604382

P.O. BOX 5

MZUMBE

MOROGORO, TANZANIA

Ref. No.AH.405/482/01/4

29th September, 2022

RE-ADVERTISEMENT OF EMPLOYMENT VACANCY

Background

The MU-IOB Going Global Project is implemented in collaboration between Mzumbe University and the Institute of Development Policy of the University of Antwerp since 2018. Phase 1.0 of the project come to an end on the 31st August, 2022. The Institute of Development Policy has secured VLIR-UOS funding for a five year follow-up project, i.e. 'International Course Programmes (ICP) Connect'. The aim of the International Course Programmes (ICP) Connect is to continue the collaboration with different partners from the first phase (including Mzumbe University), whereby new partners will join later on. The International Course Programmes (ICP) Connect is expected to start in September 2022. Therefore, MU-IOB Going Global project II (GG 2.0) is seeking for competent, experienced, dynamic, and qualified candidate to join the project in Tanzania under one year contract.

Job Title: Project Assistant (1 Post)

Reporting line: Project Assistant will report to the Project Coordinator.

Roles and Responsibilities:

- To provide overall project management of the project on financial, administrative, organizational and academic related activities;
- To assist in research and education and outreach activities linked to the project;
- To ensure project adheres to planned timelines and progresses

according to project goals;

- To draft and manage project budgets, including tracking expenditures, payment to vendors, and preparation of financial reports; communicate about resource and budget expenditures to Project Coordinator to ensure smooth operation of all aspects of research studies;
- To serve as a liaison person to Project Coordinator(s) and teams to keep them informed of progress, answers inquiries, interacts with investigators and staff within MU-IOB GG 2.0 and collaborating institutions;
- To provide secretarial and administrative duties of all project work;
- To ensure that the goals and objectives are accomplished within the budget, schedule, and scope;
- To perform any other duties as may be assigned by the supervisor.

Qualifications and Experience:

- Holder of Bachelor of Science in Economics (Project Planning and Management), Bachelor of Science in Economics (Economic Policy and Planning), Bachelor of Science in Economics (Population and Development), Bachelor of Arts in Project Planning and Community Development, Bachelor of Arts in Economics or related areas with GPA of 3.5 or above;
- A Masters degree serves as an added advantage;
- Fluency in written and spoken English;
- Demonstrate ability to communicate clearly and persuasively in written and oral formats;
- Demonstrate Management experience;
- Having participated in "Fuatilia Maji" project at Mzumbe University serves as an added advantage;
- Academic publications can serve as an added advantage;
- Proficiency with various software packages, including Microsoft Word, Excel, Access, PowerPoint, and other desktop tools.

Personal attributes

To succeed in this role, you will need:

- To demonstrate ability to collaborate effectively with diverse partners;
- To demonstrate ability to work in a fast-paced environment and adhere to timelines;
- Strong organizational skills, detail-oriented, and sensitive to confidential information;
- Strong interpersonal and communication skills;
- Reliability and punctuality with dedicated professionalism to the job and assignments;
- Ability to adopt to changing schedules;
- Should be organized and able to follow schedules;
- Excellent time management skills;
- Should be customer service focused.

MODE OF APPLICATION

Application letters accompanied by a detailed curriculum vitae (CV) with a passport size photograph and signed by the applicant; and copies of relevant academic certificates and transcripts should be sent to pc-vliruos@mzumbe.ac.tz and copy nathalie.holvoet@uantwerpen.be and cshitima@mzumbe.ac.tz not later than **two weeks from the date of this Re-advertisement**. Applicants must also give names, contact addresses as well as telephone numbers of two academic or professional referees best known to them.



Dr. Idda S. Lyatonga

Ag: DEPUTY VICE CHANCELLOR (PLANNING, FINANCE AND ADMINISTRATION)