



The Nelson Mandela African Institution of Science and Technology and WISE - Futures

Employment Opportunity

The Water Infrastructure and Sustainable Energy – Futures (WISE-Futures) is a newly established Centre of Excellence funded by the World Bank under its Eastern and Southern Africa Centers of Excellence (ACE II) Project. ACE II project development objective is to strengthen twenty four selected Eastern and Southern African higher education institutions to deliver quality post-graduate education and build collaborative research capacity in the regional priority areas.

The WISE – Futures aspires:

- a) To provide excellent learning environment for training top-notch Masters and PhD graduates specializing in water, sanitation and energy related fields;
- b) To provide a stimulating research environment for early career researchers to enable them contribute to solving pressing societal problems related to water, sanitation and energy;
- c) To strengthen regional and international research collaboration in order to promote the development of cutting edge solutions to water, sanitation and energy challenges in the region; and
- d) To promote inclusive socio-economic transformation in the region by turning research findings into usable and accessible products for the benefits of society, and industry, and the sustainability of the environment. NM-AIST collaborates with a wide range of national, regional and international partners, and other Centers of Excellence in the Region.

The Nelson Mandela African Institution of Science and Technology (NM-AIST) invites applications from suitably skilled, competent, and experienced individuals for its newly established Centre of Excellence in WISE – Futures to fill the following vacant posts:-

1. Administrative Assistant (1 Post):

(a) Qualifications, Knowledge and Essential Attributes:

- Holder of a minimum Bachelor Degree in Public Administration / Management added advantage would be extensive experience in Project Administration, Monitoring and Evaluation, report writing skills for local and international audiences including funding agencies (e.g. World Bank, AU projects, EU projects), Education Management etc.
- Highly competent in oral and written communication skills in English and Kiswahili
- At least five years of relevant work experience in a reputable international organization(s) / project(s)
- Excellent organization, people management skills and a team player
- A high degree of computer competence and familiarity with modern software
- Self-motivation and ability to work under minimal supervision, including ability to work under pressure to meet deadlines when required
- Confidence in dealing proactively with a range of project partners, including academic staff, students and diverse external clients, ability to motivate the team



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- Ability to work in multi-disciplinary and international teams
- Positive and helpful attitude in responding to enquiries by program members and external clients
- Willingness to learn new skills and adapt within the role
- Flexibility to work through setbacks and delays
- Must have outstanding filing and organizational skills

(b) Responsibilities:

- Support the Centre Management Unit by handling day to day activities in the administration of the Centre
- Responsible for managing the Centre local, regional, and international mobility
- Provides support for preparation and processing of Centre-relevant documents
- Takes a lead role in organizing scheduling and coordinating project meetings and other events at the Centre, including travel and accommodation arrangements and airport transfers of participants, VISA, venue booking and providing assistance with preparation and dissemination of reports and other outputs
- Ensures confidentiality of information and assures access to information regarding students and staff responds to inquiries and requests for information requiring knowledge of departmental and Centre's policies and procedures.
- Serves as internal resource to administrators or staff on departmental and Centre procedures.
- Records and summarizes minutes of various Centre meetings
- Oversees daily office operations
- Work on any other tasks that the Centre Management will assign

(c) Duration of the position:

Full time two years contract, with a probation period of six months. The position is renewal subject to satisfactory performance. Maximum duration is five (5) years but this may be extended subject to availability of funding.

(d) Salary and compensation package:

A maximum total salary budget (inclusive of Gratuity 25%, Workers Compensation fund of 0.5% and Health Insurance of 3%) will be USD 1,500 per month. The final package will depend on experience and qualifications of the successful candidate.

(e) Duty Station:

Nelson Mandela African Institution of Science and Technology [NM-AIST], Arusha, Tanzania.

(f) Reporting to:

Centre Manager / Centre Leader / Deputy Centre Leader



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2. Driver (1 Post):

(a) Qualifications, Knowledge and Essential Attributes:

- Holder of Form Four Secondary Education (O-Level) with passes in Kiswahili and English with a Trade Test Grade II/Drivers Grade II certificate from a recognised Institution.
- Must possess a valid commercial driving license at minimum with classes C and medically fit to drive and transport passengers.
- Good communication skills in both English and Kiswahili
- At least five years of relevant work experience in a reputable international organization(s) / project(s)
- Advanced drivers course grade II certificate
- Higher degree of integrity
- Proven no accident history/record
- A certificate of basic mechanic training will be an added advantage

(b) Responsibilities:

- Driving the Programme vehicle in accordance with the approved directives
- Ensuring that Programme vehicle is in a good running condition
- Adhering to Maintenance Schedules
- Reporting promptly any mechanical faults to the Center Manager
- Maintaining the vehicle logbook in accordance with the requirements of the Operational Manual
- Ensuring safety and cleanliness of the vehicle at all times
- Responsible in safe-keeping of the vehicle and tools
- Ensuring economic use of the Programme vehicle and fuel
- Ensuring safety of the Programme vehicle
- Observe driving procedures, traffic rules and regulations
- Ability to work under pressure and meet deadlines
- Flexible to attend tasks in short notice
- Adhere to time keeping
- Be willing and able to perform tasks that may require physical labor
- Performing any other duties as may be assigned immediate supervisor

(c) Duration of the position:



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Full time two years contract, with a probation period of six months. The position is renewal subject to satisfactory performance. Maximum duration is five (5) years but this may be extended subject to availability of funding.

(d) Salary and compensation package:

A maximum total salary budget (inclusive of Gratuity 25%, Workers Compensation fund of 0.5% and Health Insurance of 3%) will be USD 600 per month. The final package will depend on experience and qualifications of the successful candidate.

(e) Duty Station:

Nelson Mandela African Institution of Science and Technology [NM-AIST], Arusha, Tanzania.

(f) Reporting to:

Centre Manager / Centre Leader / Deputy Centre Leader

3. Quality Assurance Officer (1 Post)

(a) Responsibilities:

- Managing day to day activities related to quality assurance
- Responsible in monitoring and reporting on the quality of education and research activities of the centre is compliant as per the guidelines
- Provide support in identifying training needs and organize training interventions to meet quality standards
- Interpret and implement quality assurance standards in line with project requirements
- Evaluate adequacy of quality assurance standards
- Devise sampling procedures and directions for recording and reporting quality data
- Document internal audits and other quality assurance activities
- Collect and compile statistical quality data, analyze data to identify areas for improvement in the quality system
- Develop, recommend and monitor corrective and preventive actions
- Prepare reports to communicate outcomes of quality activities
- Evaluate audit findings and implement appropriate corrective actions
- Assure ongoing compliance with quality as per project requirements
- Draft quality assurance policies and procedures
- Ensure that the quality assurance checklists/inspections are conducted regularly
- Coordinate and support on-site audits conducted by external providers
- Coordinating audit processes as per the guideline
- Contributing to quality development activities through identifying good practices and development needs arising from the reviews for attention



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- Provides substantive guidance on monthly, quarterly and annual reports
- Other duties as assigned by the Centre Management

(b) Qualifications, Knowledge and Essential Attributes:

- Minimum of a Bachelor Degree in a relevant discipline: Quality Assurance and Management, Project Management, or any other relevant discipline, knowledge in Statistics, Compliance would be an added advantage; Master's Degree or equivalent preferred
- At least 5 years working experience in designing or implementing Quality Assurance Processes, or a combination of training and experience in a reputable international organization(s) / project(s)
- Experience and familiarity in designing, managing, quality control and/or evaluating projects such as World Bank, EU / AU projects and their policies and procedures
- Comprehensive background in both quantitative and qualitative research methods, including participatory data collection approaches
- Experience in organizing and delivering training workshops; strong oral and written presentation skills in English and Kiswahili
- Strong organizational and time management skills; self-motivation and ability to work under minimal supervision, including ability to work under pressure to meet deadlines when required
- Confidence in dealing proactively with a range of project partners, including academic staff, students and diverse external clients, ability to motivate the team
- Proactive problem-solving skills and a flexible attitude
- Excellent cross-cultural skills and familiarity with gender equality principles. Ability to work in multi-disciplinary and international teams
- Demonstrated commitment to professionalism and security of data and data sources, particularly in sensitive environments; ability to maintain confidentiality regarding all aspects of work at all times
- Good communication and inter-personal skills, team player, able to work under minimal supervision in a fast-paced academic environment
- Good analytical skills and ability to use essential computer software for data analysis (R for statistics, SPSS, Excel etc)
- Positive and helpful attitude in responding to enquiries by Centre members and external clients
- Willingness to learn new skills and adapt within the role



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- Flexibility to work through setbacks and delays
- Certified Quality Assurance will be an added advantage including Quality Auditor, Quality Engineer, Quality Improvement Associate

(c) Package:

A maximum total salary budget (inclusive of Gratuity 25%, Workers Compensation fund of 0.5% and Health Insurance of 3%) will be USD 1,500 per month. The final package will depend on experience and qualifications of the successful candidate.

(d) Duration of the position:

We offer full time two years contract, with a probation period of six months. The position is renewable but subject to satisfactory performance. Maximum duration is five (5) years but this may be extended, subject to availability of funding.

(e) Duty Station: Nelson Mandela African Institution of Science and Technology [NM-AIST], Arusha, Tanzania.

(f) Reporting to: Centre Manager/Centre Leader / Deputy Centre Leader

Mode of Application:

Eligible candidates possessing the above qualifications and attributes are advised to submit their applications including the following:

- A cover letter in which you describe your abilities and motivation,
- Most recent Curriculum Vitae
- Certified photocopies of relevant certificates and academic transcripts
- Letter of recommendation from two professional referees
- Contact details: Telephone, E-mail and Postal Address
- Individuals currently employed in the Public Service should route their applications through their employers

Deadline for application:

Deadline for application is 30th September 2017. Recruitment will be as soon as possible.

Applications should be sent by either e-mail or via post address and should be addressed to:

Deputy Vice Chancellor-Planning, Finance and Administration,



ACE II Eastern and Southern Africa
Higher Education Centers of Excellence Project



The Nelson Mandela African Institution of Science and Technology and WISE - Futures

The Nelson Mandela African Institution of Science and Technology,

P.O. Box 447,

ARUSHA, TANZANIA.

E-mail: wise.admin@nm-aist.ac.tz

Please mention the vacancy position in the e-mail header

Note: Any other correspondence in response to this advertisement will not be dealt with.

Only shortlisted candidates will be contacted through their addresses/e-mails/phones.