

**Employment Opportunity (4 posts available):****Center Manager, Monitoring and Evaluation Officer, Administrative Assistant, and Procurement Officer**

The Nelson Mandela African Institution of Science and Technology (NM-AIST) invites applications from suitably skilled, competent, and experienced individuals for the posts of Center Manager, Monitoring and Evaluation Officer, Administrative Assistant, and Procurement Officer for its newly established Centre of Excellence in Water Infrastructure and Sustainable Energy Futures (WISE – Futures). WISE – Futures is 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.

Therefore, WISE – Futures aspires:

- a) To provide excellent learning environment for training top-notch Master's 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.

1. Centre Manager (1 Post); Vacancy number: WF1601**(a) Responsibilities:**

- Managing the administrative activities of the Centre and its team
- Involved in the recruitment process of staff and service providers of the Centre
- Coordination of activities of partners and working groups engaged in the Centre work
- Developing and maintaining detail project implementation plan for the Centre
- Managing project deliverables in line with the project plan
- Recording and managing emerging project issues where necessary
- Resolving cross-functional issues at project level
- Monitoring project progress and performance
- Providing various status reports to the Centre Leader
- Managing project training, outreach, program exchanges, workshops, student enrolment, research and teaching activities, short courses, sabbaticals, recruitment, conferences etc. in line with the budget
- Liaises with, and updates progress to the Centre Leader / Deputy Centre Leader
- Managing all Centre projects and receiving monitoring and evaluation reports
- Coordinating service providers inputs within the defined budget and timeline



- Working closely with the stakeholders and beneficiaries to ensure the Centre meets its objectives and deliverables
- Coordinate and manage procurement and financial activities according to the Centre's regulations
- Work on any other tasks that the Centre Leader or Deputy will assign

(b) Qualifications, knowledge and essential attributes:

- Holder of a minimum of MSc degree or equivalent qualification from an accredited academic institution majoring in the following area: Education Management; Project Planning, Management and Administration; added advantage would be experience in Project Planning and Budgeting, Monitoring and Evaluation, Report Writing Skills for local and international audiences including funding agencies (e.g. World Bank, AU projects, EU projects), etc.
- The successful candidate will have at least five years' experience of programme management obtained while working with a reputable international or regional organization(s)
- Excellent organization, time and people management skills, ability to command respect and a team player
- Good knowledge of planning, monitoring and controlling programmes (e.g. experience with budgeting, resource allocation, procurement), Demonstrated strength/fluency in written and oral communication skills in English and Kiswahili, including ability to prepare reports and to present his/her ideas in a clear and compelling way to varied audiences
- A high degree of computer competence and familiarity with modern software for budget preparation and management, data analysis and presentation
- 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
- Demonstrated ability to work in multi-disciplinary, multi-cultural environments and across teams
- Positive and helpful attitude able to establish harmonious and effective working relationships within and outside the Centre
- Willingness to learn new skills and adapt within the role
- Flexibility to work through setbacks and delays

**(c) Package:**

We offer an attractive and negotiable package of max 2500US\$ per month, inclusive of income tax deduction, gratuity, insurance and any other personal expenses. The final package will depend on experience and qualifications of the successful candidate.

(d) 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 depending on availability of funding.

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

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

2. Monitoring and Evaluation Officer (1 Post); Vacancy number: WF1602**(a). Responsibilities:**

- Keep track of the Centre results framework, and ensure that update information is available on set milestones and deliverables
- Develop a thorough Performance Monitoring Plan (PMP) and oversee its implementation and periodic revision to ensure that the Centre targets are met
- Ensure that the Standard Operating Procedures (SOPs) and guidelines regarding M&E are developed and updated where necessary.
- Perform or supervise data collection and analysis according to the project and PMP work plan
- Maintain, secure and update routinely and systematically a database with all Centre monitoring data
- Provides data to staff to assist in decision-making
- Ensure that the performance reviews are conducted regularly
- Facilitate ongoing programmatic adaptation, learning, and synthesis of best practices
- Provides substantive guidance on monthly, quarterly and annual reports
- Conducts training and coaching for Centre staff to build technical M&E skills, as well as an appreciation for and ongoing use of M&E data for effective implementation
- Provide ongoing training, technical assistance, mentorship, and oversight to all local and international stakeholders and beneficiaries in data collection, data management, and adaptive implementation
- Serves as primary manager of external evaluation processes (formative and summative)



- In collaboration with the Centre Team identify and document achievements and accomplishments of Centre indicators against set performance targets
- Other duties as assigned by the Centre Leadership

(b) Qualifications, Knowledge and Essential Attributes:

- Minimum of a Bachelor Degree in a relevant discipline: Project Planning and Management, M & E; Social Sciences, or any other relevant discipline knowledge in Statistics would be an added advantage; Master's Degree or equivalent preferred
- At least 5 years in designing or implementing M&E processes, or a combination of training and experience in a reputable international organization(s) / project(s)
- Experience and familiarity in designing, managing, 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
- Flexibility to work through setbacks and delays
- Must have outstanding filing and organizational skills as well as keeping proper records
- Certified Quality Assurance will be an added advantage including Quality Auditor, Quality Engineer, Quality Improvement Associate, Six Sigma



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

(c) Package:

We offer an attractive and negotiable package of max 2000US\$ per month (package include income tax deduction, gratuity, insurance and any other personal expenses). 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, subjecte to availability of funding.

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

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

3. Administrative Assistant (1 Post); Vacancy number: WF1603

(a) 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

**(b) 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
- 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

(a) Package:

We offer an attractive and negotiable package of max 1500US\$ per month (package include income tax deduction, gratuity, insurance and any other personal expenses). The final package will be depending on experience and qualifications of the successful candidate.

(d)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.

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

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

**4. Procurement Officer (1 Post); Vacancy number: WF1604****(a) Responsibilities:**

- Plans, manages and provides technical advice on procurement activities, in line with the World Bank and government procurement rules, procedures and regulations ensuring compliance as well as conformance with best practices.
- In consultation with Centre Leaders / Divisions / Programmes, develop annual procurement plans and report on procurement activity.
- Prepares Terms of Reference (TORs) in consultation and collaboration with user department, Bid Documents, Requests for Proposal (RFP) and advertise RFP in appropriate media and ensure documents are issued to bidders.
- Facilitates the pre-qualification of suppliers of goods and services and maintain the supplier database, agree terms and negotiate supply agreements where appropriate, including discounts and other cost saving opportunities.
- Facilitates the evaluation of bids, expressions of interests in line with the World Bank procurement procedures and processes as well as maintain custody of the tender box.
- Liaise with the World Bank through the Centre Leadership and development partners regarding the harmonization of improvement of procurement policies, practices and procedures for the ACE II Centres
- Maintains the integrity of the stores, stock items level and records by establishing control mechanisms and internal audit systems for inventory
- Builds relationships with approved suppliers to ensure effective and efficient cost and quality delivery of goods and services to the Centre
- Implements and manage all vendor contracts and relationships and continuously evaluating supplier performance, ensuring consistency of service, quality, and compliance to contracts and established service level agreements
- Performs any other related duties as may be assigned

(b) Qualifications, Knowledge and Essential Attributes:

- Possession of a degree in Materials Management / Procurement or its equivalent
- At least five years of work experience in a reputable international organization(s) / project(s) (e.g. World Bank, EU or AU projects, DANIDA, DFID)
- Good knowledge with the Procurement Law in Tanzania (PPRA)
- Excellent communication skills both in written and spoken English and Kiswahili
- 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

(c) Package:

We offer an attractive and negotiable package of –Max of 1500US\$ per month (package includes income tax deduction, gratuity, insurance and any other personal expenses). The final package will depend on experience and qualifications of the successful candidate.

(d) 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 years subjected to availability of funding.

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

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

Female candidates are strongly encouraged to apply. Candidates should be less than 45 years old.

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 is January 31, 2017

Applications should be sent by either e-mail to the Centre Director, WISE – Futures on: E-mail: wise.admin@nm-aist.ac.tz. Please mention the vacancy number and position in the e-mail header

Or via expedited mail service addressed to (**envelope should be bear vacancy number and position**):



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WORLD BANK GROUP

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

Centre Director, WISE - Futures
The Nelson Mandela African Institution of Science and Technology,
P.O. Box 447,
ARUSHA, TANZANIA.

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

Those that have applied for Procurement Officer, Monitoring and Evaluation Officer Positions with CREATES need not re-apply.

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