The Nelson Mandela African Institution of Science and Technology (NM-AIST) and the Centre for Research, Agriculture advancement, Teaching Excellence and Sustainability (CREATEs) 

VACANCY ANNOUNCEMENT

The Centre for Research, Agricultural advancement, Teaching Excellence and Sustainability in Food and Nutritional Security (CREATEs) hosted by the Nelson Mandela African Institution of Science and Technology (NM-AIST) in Arusha, Tanzania. The Centre is funded by the World Bank under its Eastern and Southern Africa Centres of Excellence (ACE II) Project. ACE II project development objective is to strengthen twenty-four selected Eastern and Southern Africa higher education institutions to deliver quality postgraduate education and build collaborative research capacity in the regional priority areas.

The CREATEs provides a buzzing atmosphere of international and interdisciplinary research and education activities, novel technologies and private-public partnerships with the industry and the community at large as well as hands-on learning experience and evidence-based problem solving projects. CREATEs encompasses novel curricula approaches, cutting-edge research facilities and highly skilled national, regional and international partners in various fields related to Life Sciences. CREATEs encompasses four main streams, i.e., “Sustainable Agriculture”, “Food and Nutrition Sciences”, “Biodiversity Conservation and Ecosystem Management” as well as “Global Health and Biomedical Sciences”, which involves aspects of drug development and Nano-science.

The NM-AIST & CREATEs currently looking for a suitably qualified Tanzanians not above 45 years to fill the positions of Communication and Procurement Officers as described below:-

1. Communication Officer (1 Post)

(a) Qualifications, Knowledge and Essential Attributes:
- Holder of Bachelor Degree in Mass Communication/ Journalism or related fields;
- Minimum of 3-5 years relevant work experience in communication; and advocacy especially in a project related field will be an added advantage;
- A high degree of computer competence and familiarity with modern software and web page design and maintenance as well as social media is crucial;
- Strong organizational skills and attention to detail;
- Ability to work without direct supervision and on own initiative;
- Demonstrated experience working closely and successfully with international organizations/projects will be an added advantage;
- Flexibility to work through setbacks and delays;
- Able to work as part of a team;
(b) Responsibilities:
- Develop and/or update relevant communications materials for the project;
- Develop website and maintain it by making sure its updated frequently;
- Write feature stories or blogs for publication and/or posting on website;
- Compile and circulate project updates (either via weekly e-bullets; newsletters; website update or other social media communication formats);
- Review, edit, follow up and write success stories and lessons learned;
- Manage outreach to diverse audiences and respond to information inquires;
- Able to take good photos and manage project repository of photos;
- Track and report on impact of communication and advocacy activities;
- Experience developing content for multiple channels;
- Develop and manage communication and advocacy materials from concept to completion through research, writing, editing, formatting, proofreading, and basic design—e.g. newsletters, fact sheets, project documentation such as presentations and reports, web copy, blog posts, policy briefings, letters, submissions and other communications and advocacy products;
- Design, produces and distributes calendars, greeting cards and posters;
- Responsible for arranging radio talk shows, interviews for the Centre officials; and
- Any other duty assigned by superior at work.

(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.

(d) Salary:
Basic Monthly Salary USD 1500.

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

(f) Reporting to:
Centre Leader / Deputy Centre Leader / Centre Manager
2. Procurement Officer (1 Post)

(a) Qualifications, Knowledge and Essential Attributes:

Holder of a Bachelor Degree in Procurement and Logistics Management/Supply Chain Management/Material Management or related fields;
Minimum of 3-5 years relevant work experience in Procurement and Logistics Management/Supply Chain Management/Material Management; and advocacy especially in a project related field will be an added advantage;
Should be a sticker to good procurement and stock management practices, ethical and professional conduct;
Should have good data management and records keeping skills, proficiency in basic computer software, especially excel; and
Good command of written and spoken English and Kiswahili language.

(b) Responsibilities
Develop CREATES procurement plan as stipulated in the Public Procurement Law and Regulations;
Clearance of all imported equipment/items under CREATES Source for the suppliers and procurement of all items and services needed in the Centre;
Develop Centre procurement reports with support the Centre team
Any other duties related to procurement as assigned by the project team when necessary; and
Any other duty assigned by superior at work.

(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.

(d) Salary:
Basic Monthly Salary USD 1500

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

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

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;
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 June, 2020. 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, The Nelson Mandela African Institution of Science and Technology, P.O. Box 447, ARUSHA, TANZANIA.**

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

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