



EMPLOYMENT OPPORTUNITIES

Tanzania Wildlife Research Institute (TAWIRI) is a Parastatal Organization under the Ministry of Natural Resources and Tourism. TAWIRI has the mandate to conduct, supervise and coordinate wildlife research in the United Republic of Tanzania. The Institute has its Headquarters in Arusha and four Research Centres namely, Njiro Wildlife Research Centre (NWRC) in Arusha, Kingupira Wildlife Research Centre (KWRC) in Selous Game Reserve, Serengeti Wildlife Research Centre (SWRC) in the Serengeti National Park, Mahale-Gombe Wildlife Research Centre (MGWRC) in Mahale and Gombe National Parks respectively in Kigoma Region. TAWIRI invites applications from suitably qualified Tanzanian citizens to fill in vacant positions as follows:

1. PRINCIPAL RESEARCH OFFICER / SENIOR RESEARCH OFFICER (1 POSITION)

Qualification and experience

- Holder of a PhD or MSc degree in Wildlife Science, Zoology, Biology, Forestry, Botany, Veterinary Science, social science or any related discipline from a recognized Institution.
- A research/field experience of not less than two years in wildlife or related field after PhD degree.
- Must have published at least three scientific publications in local and international journals after PhD degree.
- Must have published at least one scientific publication in local and international journals after MSc degree.
- Report and proposal writing skills are an added advantage.
- Must be a Tanzanian citizen not more than 45 years old.

Main duties and responsibilities:

- Carrying out independent research
- Plan, develop, implement and coordinate TAWIRI research activities
- Supervision of TAWIRI projects as well as those being undertaken by registered local and foreign scientists.
- Undertake training of both scientific and technical staff

- Participate in research activities of the Institute and dissemination of results in collaboration with other local and foreign scientists
- Preparing reports of ongoing/completed research projects
- Participate in development and evaluation of research programmes of the Institute or research projects
- Perform any other duties assigned by the Director General

Salary: PRSS 16-20 (TShs 1,756,720- 2,786,290) depending on qualification and experience

2. RESEARCH OFFICER (3 POSITIONS)

Qualification and experience

- Graduates with a minimum of an Upper Second Class degree
- Holder of a Masters Degree graduates
- Research experience and publications will be an added advantage

Main duties and responsibilities:

- Plan and develop research proposals
- Undertake research activities in accordance with the approved programme(s)
- Supervise and develop subordinates
- Participate in scientific for a for exchange ideas and development
- Undertake the guidance of senior research scientists and in collaboration with stakeholder institutions, the officer will participate in initiation and formulation of research projects
- Perform other duties as may be assigned by supervisor

Salary: PRSS 10-13 (Tshs 807,960-1,191,770) depending on qualification and experience

3. PRINCIPAL/CHIEF ACCOUNTANT (1 POSITION)

Qualification and experience

- A holder of a degree/Advanced Diploma in commerce or Accountancy preferably with CPA
- A working experience of at least 6 years of which 4 years at a senior managerial level

Main duties and responsibilities:

- A head of Accounts Unit and Member of Management Committee

- Establish and maintain Accounts of the Institute in accordance with existing financial regulation
- Responsible for all transactions and payments made to or for the Institute
- Responsible for all accounting and financial records of the Institute and for ensuring that an adequate system of internal financial control is maintained
- Responsible for preparing statement of assets and liabilities of the institute
- Responsible for formulating financial and accounting policies and procedures
- Responsible for reviewing financial budget and cash flow of projects
- Responsible for preparing financial accounts, submitting the accounts for audit and dealing with audit queries
- Responsible for control and supervision of financial accounts of the institute including proper recording, banking, credits and claims
- Responsible for preparing statutory statements on accounts of the institute
- Perform any other duties assigned to him/her by the Director General

Salary: PGSS 18-19 (Tshs 1,430,630-1,661,040) depending on qualification and experience

4. LABORATORY TECHNICIAN (1 POSITION)

Qualification and experience

- At least form IV education
- Has successfully completed three years of Full Technician Certificate (FTC) or one year certificate in Medical Laboratory Technology from a recognized institution
- Four years of working experience

Main duties and responsibilities:

- Undertake routine laboratory analysis of material such as soils, plants, animal tissues etc, as directed by his/her supervisor
- Perform any other duties assigned

Salary: PGSS 6 (Tshs 328,810 x 4,540)

5. REGISTRY ASSISTANT (1 POSITION)

Qualification and experience

- A holder of Advanced Certificate of Secondary Education
- A holder of Certificate of Secondary School Education who have passed the Lower Registry Assistant Examination

Main duties and responsibilities:

- Opening of registered letters
- Distribution of files to scheduled officers
- Filing correspondence on appropriate files and cross referencing
- Copying correspondence to relevant files
- Searching for files when required
- In-charge of all dispatches, flimsy files etc
- Perform any other duties assigned

Salary: PGSS 4 (Tshs 196,460 x 3,240)

6. ACCOUNTANT III (3 POSITION)**Qualification and experience**

- Must be a holder of NBAA Professional Level II or III Certificate or Advanced Diploma in Accountancy from a recognized institution
- Two years working experience in the Public Service

Main duties and responsibilities:

- To check and scrutinize payment vouchers before they are authorized for payment
- To maintain the Institute General Ledger and prepare monthly trial balance
- To prepare pay-roll and bank reconciliation
- To counter check all travel claims forms
- To assist in the preparation of the institutes budget
- To ensure remittance of statutory deductions to relevant authorities in order to avoid penalties
- To ensure timely preparation of journal vouchers
- To prepare monthly pay slips for each employee
- To do any other duties assigned

Salary: PGSS 5 (Tshs 250,100 x 3,820)

7. FIELD ATTENDANT II (3 POSITIONS)**Qualification and experience**

- Holder of Secondary School Education Certificate

Main duties and responsibilities:

- To assist research assistants and laboratory technicians in carrying out their duties in the field and in the laboratory in the implementation of agreed research activities.

Salary: POSS 4 (Tshs 140,360 x 1,710)

8. SENIOR SECURITY GUARD (4 Positions)

Qualification and experience

- Holder of Secondary School Education Certificate
- Has attended advanced training in militia or police Training Course
- A working experience of at least 2 years will be an added advantage

Main duties and responsibilities:

- Report to the head of administration section
- Ensuring security of property of the institute
- Checking in-coming and outgoing materials and equipment
- Checking identities of visitors and receiving them
- Preparing daily security reports
- Perform any other assigned

Salary: POSS 6-7(Tshs178,400-200,010) depending on qualification and experience

Applicants should send their application letters (by post or email)with relevant copies of certificates, Curriculum Vitae (CV) and names of three referees two of which should be the current employer or University/Institution supervisor so as to reach the undersigned not later than 12th April 2010. **TAWIRI is an equal opportunity employer** and only short listed candidates will be contacted for interviews.

Director General,
Tanzania Wildlife Research Institute,
P.O. Box 661,
ARUSHA.

Tel: +255 27 2549571

Fax: +255 27 2548240

Email: tawiri@habari.co.tz