
**THE NELSON MANDELA
AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY
(NM-AIST)**

Mycotoxin Mitigation Trial Project (MMT).

The Nelson Mandela African Institution of Science and Technology (NM-AIST) invites applications from suitably skilled, competent, and experienced individuals for the post of a Driver, Inventory/Logistics Manager and Lishe Production Supervisor for Mycotoxin Mitigation Trial Project (MMT).

MMT project is a project established in collaboration between NM-AIST and Cornell University under Bill & Melinda Gates foundation with the aim of establishing causal linkage between mycotoxins exposure and infant growth.

1. Lishe Production supervisor – 1 Post:

a) Qualifications:

- Bachelor Degree in Food Science, Bioprocessing Engineering or related field with working experience of atleast 3 years in food processing, especially in the following areas; cereal foods/product processing and post harvest management of cereals/dry food commodities. A masters degree is an added advantage
- Should have Good command of written and spoken English and Kiswahili language.

b) Duties and responsibilities

- Supervise and coordinate all activities related to processing of high quality composite flour suitable for infant
- Procure quality raw materials for composite flour from recommended source, prepare materials prior to processing and ensure sufficient stock and quality storage of raw material and final product
- Work closely with the processing firm to ensure standard operating and quality assurance procedures are followed throughout the processing chain
- Conduct all quality control procedures of the raw materials and finished products
- Ensure adequate and safe management of by-products from *Lishe* processing
- Work closely with NM-AIST research team, the Lishe Logistician based in Kongwa, field supervisor to ensure on time flow and stock of Lishe in Kongwa and the direct Link between NM-AIST and the processing firm.

c) Package

Gross salary will be USD 623.30 which is subject to PAYEE.

d) Duty Station:

- To be based in Tengeru, Arusha.

e) Duration of the position:

Full time Six months contract, with a probation period of three months. The position is renewable subject to availability of funding and satisfactory performance of the staff.

f) Applicants should be less than **45** years old.

2. **Inventory/ Logistic Officer – 1 post**

a) **Duties and Responsibilities**

- Efficient Management of Project's intervention materials inventory
- Manage the supply chain: timely updates of records, communication and requisition of stocks at Kongwa Hub, and delivery of supplies to health facilities. HE/She will be called upon to help in groundnuts procurement and building stocks in Kongwa, especially in the first few months of the trial
- Ensure safe, clean and hygienic/ optimal storage of intervention materials in Kongwa Hub
- Work closely with the Lishe supervisor and Field supervisor based in Kongwa to ensure timely and smooth delivery and efficient management of stock at Kongwa hub and further on to 52 health facilities within Kongwa District.

b) **Qualifications**

- Holder of a Bachelor's Degree in Procurement and Logistics Management/ Supply Chain Management with atleast 2yrs of work experience in the same field
- 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
- Good command of written and spoken English and Kiswahili language

c) **Package**

d) Gross salary will be USD 498.64 which is subject to PAYEE.

e) **Duty Station:**

- NM-AIST – Arusha.

(e) **Duration of the contract:**

Full time Six months contract, with a probation period of three months. The position is renewable subject to availability of funding and satisfactory performance of the staff.

f) Applicants should be less than **45** years old.

3. **Driver- 2 post**

a) **Duties and Responsibilities**

1. Drive project vehicle mostly within the villages of Kongwa districts with few travels outside Kongwa
2. Responsible for safe-keeping of the vehicle and its tools, and
3. Maintains disciplined behaviour and proper conduct in rendering services to his/her officers etc.
4. Maintains cleanliness of the vehicle and tools, and
5. Reports promptly any defect or problems detected in the vehicle, and
6. Prepare and timely submit vehicle report in regard to fuel consumption, general vehicle usage or any adverse observation of vehicle etc and

7. Any other Duties and Responsibilities as may be assigned by one's reporting officer.

b) Qualifications, Knowledge and Essential Attributes

Holder of Form Four Secondary Education with passes in Kiswahili and English with a Trade Test Grade II/Drivers Grade II certificate from a recognised Institution. Must have a valid Class C Driving Licence.

c) Package:

Gross salary will be USD 486.22 which is subject to PAYEE.

d) Duty Station:

- Project office in Kongwa district of Dodoma, with frequent travels to Kongwa villages

e) Duration of the contract:

Full time Six months contract, with a probation period of three months. The position is renewable subject to availability of funding and satisfactory performance of the staff.

f) Applicants 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 describe the applicants 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 15th April, 2019.

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

Applications should be sent by either E-mail: dvc-admin@nm-aist.ac.tz. **Please mention the vacancy position in the e-mail header**

or via postal 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.