



VACANCY ANNOUNCEMENT

The Centre for Research, Agricultural advancement, Teaching Excellence and Sustainability in Food and Nutritional Security (CREATES) is 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. The ACE II project development objective is to strengthen twenty-four selected Eastern and Southern Africa higher education institutions to deliver high quality post-graduate education and build collaborative research capacity in the regional priority areas.

The CREATES provides a vibrant 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.

To ensure the Centre's sustainability, CREATES has been investing on resource mobilization from different donors. Through such a very competitive process, CREATES won the OR Tambo Initiative Research Chair holder award, a prestigious long-term funding stream from South Africa (www.nrf.ac.za). In the frame of this new initiative, the NM-AIST and CREATES are currently looking for suitably qualified Tanzanians, not above the age of 45 years, to fill the positions of an OR Tambo Project Manager and a CREATES Information Technical Officer as described below:-

1. OR Tambo Project Manager (1 post)

(a) Qualifications, Knowledge and Essential Attributes:

Holder of Bachelor Degree or equivalent qualification from an accredited institution majoring in the following area:-

Project Planning, Economics, or Monitoring & Evaluation;



Plus Master's Degree or equivalent qualification from an accredited institution majoring in the following area:-

Project Planning, Economics, Monitoring & Evaluation, Management and Administration; added advantage would be experience in Project Planning, implementation and Budgeting, Monitoring and Evaluation, Report Writing Skills for local and international audiences including funding agencies (e.g. World Bank, AU projects, EU projects and any other major donors);

At least five years working experience with a reputable NGO or international/ government organization(s) ;

Excellent organization, management skills and a team player;

Very good written and oral communication skills in English and Kiswahili;

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;

Ability to work in multi-disciplinary and international teams;

Positive and helpful attitude in responding to enquiries by program members and external clients;

Strong communication skills;

Willingness to learn new skills and adapt within the role; and

Flexibility to work through setbacks and delays.

(b) Duties &Responsibilities:

Managing the coordination of the partners and working groups engaged in the OR Tambo activities;

Developing and maintaining a detailed project activity plan and designate project resources;

Managing OR Tambo project deliverables in line with the project plan;

Recording and managing project issues and escalating where necessary;

Preparing budgets, monitor progress, and keep stakeholders informed;

Providing various status reports to the Chair holder;



The Nelson Mandela African Institution of Science and Technology (NM-AIST)
Africa Centre for Research, Agricultural advancement,
Teaching Excellence and Sustainability (CREATES)

Managing project training, outreach, program exchanges, workshops, student enrolment, research and teaching activities, short courses, conferences etc. in line with the budget;
Liaising with, and updating progress to the Chair holder;
Preparing monitoring and evaluation reports;
Coordinating consultancy input within the defined budget;
Coordinating and managing procurement and financial activities according to the OR Tambo chair regulations;
Working on any other tasks that will be assigned by the Chair holder.

(c) Duration of the contract:

Full time two years contract, with a probation period of six months. The position is renewable subject to satisfactory performance. Maximum duration is two (2) years but this may be extended subject to availability of funding.

(d) Salary:

Basic Monthly Salary **USD 1600**

(e) Duty Station:

CREATES Office at the Nelson Mandela African Institution of Science and Technology [NM-AIST], Tengeru-Arusha, Tanzania.

(f) Reporting to:

Project Chair holder

2. CREATES Information Technology Officer (1 post)

(a) Qualifications, Knowledge and Essential Attributes:

Holder of Bachelor Degree or equivalent qualification from an accredited institution majoring in the following area:-

Information Communication Technology, Computer Science, or Information Systems;

Very good in English and Kiswahili oral and written communication skills;

Must be comfortable working with minimal supervision and also working in a team setting and should have an eye for detail;

Work well under pressure and meet tight deadlines;

Good computer competence and familiarity with modern software;

Knowledge of photography, videography and editing tool/modern software and mobile application development tools" is an added advantage;



The Nelson Mandela African Institution of Science and Technology (NM-AIST) Africa Centre for Research, Agricultural advancement, Teaching Excellence and Sustainability (CREATES)

Knowledge in data collection, data base compiling and basic statistical analyses;

Confidence in dealing proactively with academic staff, students and diverse external clients;

Positive and helpful attitude to assist others and in responding to tasks;
Highly motivated, willingness to learn new skills and adapt within the role;

Flexibility to work through setbacks and delays.

(b) Responsibilities:

Responsible for maintaining and operating CREATES technical equipment;

Supporting students with field research;

Assist in data collection in the field and interpreting data;

Carry out other assignments as delegated by the supervisor.

(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 two (2) years but this may be extended subject to availability of funding.

(d) Salary:

Basic Monthly Salary **USD 1167**.

(e) Duty Station:

CREATES office at Nelson Mandela African Institution of Science and Technology NM-AIST, Tengeru – Arusha, Tanzania. Must be willing to spend considerable time in the field or with stakeholders / communities. For more information about CREATES-FNS visit www.creates-mnaist.ac.tz

(f) Reporting to:

Centre Leader / Deputy Centre Leader/Centre Manager

Mode of Application:

Qualified candidates possessing the above qualifications and traits are advised to submit their applications including the following:-

A cover letter in which you describe your abilities and motivation;

Most recent Curriculum Vitae;

Photocopies of relevant certificates and academic transcripts;

Contact details: Telephone, E-mail and Postal Address; and



The Nelson Mandela African Institution of Science and Technology (NM-AIST)
Africa Centre for Research, Agricultural advancement, Teaching Excellence and Sustainability (CREATES)

Individuals currently employed in the Public Service should route their applications through their employers.

Deadline for application:

Deadline for application is 2nd March, 2021. 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.

