

INSTITUTE OF RURAL DEVELOPMENT PLANNING



ADVERTISEMENT OF TRANSFER VACANCIES

1.0 Introduction

The Rector of Institute of Rural Development Planning (IRDP) invites applications from suitably qualified Public Servants who wish to transfer their employment to the Institute to fill **57** vacant posts in various fields.

1.1 Establishment

The Institute of Rural Development Planning was established by Act No. 8 of 1980 for the purpose of promoting social and economic development in the United Republic of Tanzania, particularly in the rural areas, charged with the duty of training qualified manpower in practical skills and techniques of planning for rural development.

1.2 Vision

To be a centre of excellence for both studies and practical work in rural development planning for poverty reduction and sustainable development.

1.3 Mission

To facilitate the process of development planning and management with an emphasis on rural areas, by providing top quality training, research and consultancy services aimed at bridging the knowledge gap between the different practitioners of development planning, which include the central government sectors, local government authorities, community-based organizations, non-government organizations and the private sector.

1.4 Vacancies

1.4.1 Academic Posts

S/N	POSITION	AREA OF SPECIALIZATION	NO. OF POSTS
1.	Lecturer	Economics/Project Planning, Monitoring and Evaluation	1
2.	Assistant Lecturer	Rural Development	1
		Economics	1
		Regional Planning	2
		Project Planning and Management	1
		Town or Urban Planning	1
		Transport Planning	1
		Land Management and Valuation	1
		Business Administration (Majoring in Entrepreneurship)	2
		Development Studies	1
		Human Resources Management	1
		Law	1
		Statistics	1
		Demography	1
		Community Development	2
		Information and Communication Technology/ Computer Science	2
Accounting and Finance	1		
3.	Tutorial Assistant	Economics	1
		Town or Urban Planning	1
		Communication Skills	2
		Community Development	1
		Information and Communication Technology	1
Total Posts			27

1.4.2 General qualifications for academic posts

- i. **Lecturer:** Holder of PhD, Master's and Bachelor Degree in relevant field or equivalent with at least a GPA of 3.5 out of 5 in Bachelor degree from a recognized institution.
- ii. **Assistant Lecturers:** Holders of Master Degree and Bachelor Degree in relevant fields. The candidate must have at a GPA of at least 3.5 out of 5 in the Bachelor Degree.

iii. Tutorial Assistant: Holder of Bachelor Degree in relevant fields with at least a GPA of 3.5 out of 5.

1.4.3 Administrative Posts

S/N	POSITION	NO. OF POSTS	QUALIFICATIONS
1.	Librarian II	3	Holder of Bachelor Degree in one of the following fields; Library Studies, Library and Information Science, Information Studies, Documentation and Information Management or any other relevant field from a recognised institution.
2.	Records Management Assistant II	3	Holder of Certificate in one of the following fields: Records Management, Archives Management or equivalent qualifications from recognised institution.
3.	Personal Secretary II	4	Holder of National Form IV/VI Certificate with Certificate in Secretarial Studies Stage III. Must have Passed shorthand and hatimkato 80 w.p.m with a certificate in computers with windows, Microsoft office, internet, e-mail and publisher from a recognized institution.
4.	Accounts Officer II	3	Holder of Bachelor Degree in one of the following fields; Accountancy, Finance, Accountancy and Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from any recognized Institution.
5	Senior Library Assistant II	1	Holders of Form IV/VI Certificate plus Diploma in one of the following fields; Library and Information Studies, Library and Information Science, Information Studies Documentation, Information Management Librarianship, Library Science, Library studies or equivalent qualification from recognised Institutions with experience of seven (7) years working experience in relevant field.
6	Library Assistant II	2	Holders of Form IV/VI Certificate plus Certificate in one of the following fields: Library and Information Studies, Library and Information Science, Information Studies Documentation, Information Management Librarianship, Library Science, Library studies or equivalent qualification from recognised Institutions.
7	Supplies Officer II	1	Holder of Bachelor Degree in one of the following fields: Procurement and Supplies Management, Material Management, Commerce or Business Administration majoring in Procurement and Supplies Management, Logistics Management or equivalent qualifications

			from recognised institutions. Must also be a Holder of Certified Procurement and Supplies Professional (CPSP) or its equivalent and is registered by PSPTB in the Category of Graduate Procurement and Supplies Professional.
8	Planning Officer II	1	Holder of Bachelor Degree in one of the following fields; Economics, Agricultural Economics, Statistics, Project Planning and Management, Human Resource Planning and Management, Investment Planning and Development Finance, Population and Development Planning, Regional Development Planning, Environmental Planning and Management, Policy Planning, Development Economics, or equivalent qualifications from any recognized Institution.
9	Internal Audit Officer II	1	Holder of Bachelor Degree in one of the following fields: Auditing, Accountancy, Finance, Accountancy and Finance, Commerce or Business Administration majoring in Accountancy or Finance, or equivalent qualifications from recognized Institution.
10	Artisan II	2	Holder of Form IV or Form VI certificate with Trade Test Grade II/Level II in the field of Plumbing from any recognized institutions.
11	Driver II	4	Holder of Form IV Certificate and a Class "C1 or E" Driving License who has attended Basic Driving Course offered by VETA or any recognised Institution with driving experience of at least one (1) year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.
12	Senior Receptionist	1	Holder of form IV Certificate with passes that include English & Kiswahili who has successfully completed receptionist/ telephone operator course and who has Receptionist certificate from a recognized institution with at least (7) years in related field.
13	ICT Officer II - (Application Programmer/Web Developer)	2	<ul style="list-style-type: none"> ➤ Holder of Bachelor Degree in one of the following fields; Computer Science, Information Technology, Computer Engineering or related field from a recognised Institution. ➤ Strong understanding of the Software Development Life Cycle (SDLC) methodologies. ➤ Working knowledge of various

	ICT Officer II - (Network Management)		<p>software languages [PHP (mandatory), Java (mandatory), C/C++, NET, Python] will be added advantage.</p> <ul style="list-style-type: none"> ➤ Advanced knowledge in DHTML, HTML5, CSS & CSS3, Java Script, jQuery, jQuery Mobile, SAPUI5 Photoshop, and Responsive Web Design will be added advantage. ➤ Experience in SOAP/REST/Web Services, Application Servers (Apache, Apache, Tomcat, Web Logic etc.) ➤ Experience in Spring Framework (Spring MVC) and other similar application development frameworks.
		1	<ul style="list-style-type: none"> ➤ Bachelor Degree in Computer Science/Information Technology/ Computer Engineering or related discipline from recognized institution. ➤ Proficient in-Service Provider technologies like IP/MPLS and related services (L2VPN, L3 MPLSVPN, TE, QoS, etc.), ➤ Proficiency in designing/deploying in LAN/WAN topologies using routing protocols like OSPF/ISIS, EIGRP, BGP, IPv6, MPLS, Multicast, HA/Redundancy etc. ➤ Knowledge of IOS/IOS XE/ IOS XR and Proficient on Network equipment such as routers, switches, bridges, etc ➤ Practical skills in configuring and managing VLANs on routers and layer 2 and layer 3 switches and remotely management using IP-based management protocols, such as Telnet and Simple Network Management Protocol (SNMP), management IP Address and Default Gateway ➤ Possession of recognized ICT professional certification such as Service Provider Networks (CCNA, CCNSP, HCNA, HCNP, MCSA, MCSE, CEH) will be an added advantage.
14	Assistant ICT Officer II	1	<ul style="list-style-type: none"> ➤ Holders of Diploma in one of the following fields; Computer Science, Information Technology, Electronic Engineering or related qualifications from recognised Institution.

			<ul style="list-style-type: none"> ➤ Excellent technical knowledge of network and PC hardware, including Microsoft and Linux/Unix platform. ➤ Hands-on hardware troubleshooting experience. ➤ Extensive equipment support experience with PC's ➤ Extensive equipment support experience with audio visual equipment
	Total Posts	57	

1.5 GENERAL CONDITIONS FOR INTERESTED APPLICANTS;

- a. Applicants must attach up to date Curriculum Vitae (CV) bearing reliable Contacts, postal address, email address, accessible mobile phone numbers and three reputable referees.
- b. All applications must be attached with certified copies of academic certificates & Transcripts, Form IV&VI certificates as appropriate, birth certificate, appointment letter, and confirmation letter.
- c. All applicants should channel their application letters through their respective employers.
- d. Applicants should be ready to work at either IRDP Main Campus (Dodoma) or Lake Zone Training Centre (Mwanza).
- e. The deadline for receiving applications is on **23rd March, 2021**
- f. Only successful applicants will be informed for next procedures
- g. Applicants should indicate their willingness and commitment to cover the transfer costs.

All applicants should channel their application to:

**RECTOR,
INSTITUTE OF RURAL DEVELOPMENT PLANNING
P.O.BOX 138,
DODOMA.
Tel: +255 26 2963037**

Date: 09 March, 2021