

UNIVERSITY OF DAR ES SALAAM

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY

UNIVERSITY OF DAR ES SALAAM
OFFICE OF THE DEPUTY VICE CHANCELLOR
(PLANNING, FINANCE AND ADMINISTRATION)



VACANCY ANNOUNCEMENT

BACKGROUND

The University of Dar es Salaam through College of Natural and Applied Sciences in collaboration with the Institute for Scientific Entrepreneurship and International Transfer at the University of Koblenz-Landau, Germany is implementing StAfrica, as a Pilot Project for the construction of a continental bridge for the promotion of scientific start-ups between Germany and Africa using the example of Tanzania. The objective of this bridgehead in Tanzania is to promote business start-ups from the field of science together with the University of Dar es Salaam with a broader mission of increasing the attractiveness of Germany for African start-ups as well as to sensitize and facilitate the market entry of German start-ups and companies in Africa.

To ensure optimal functioning of StAfrica Project, the University of Dar es Salaam through College of Natural and Applied Sciences calls for qualified and motivated candidate to be hired for the position of Project Coordinator.

INVITATION TO APPLY

The University of Dar es Salaam through College of Natural and Applied Sciences Department of Mathematics now invites eligible candidates to apply for the job. Interested candidates should provide information that demonstrates that they have the requisite qualifications and relevant experience for the job.

JOB TITLE: PROJECT COORDINATOR (1 POST)

DUTY STATION: DAR ES SALAAM

Required qualifications and experience

- i. Holder of relevant bachelor degree and Master's degree or PhD from a recognized University in any of the following areas:
Business Administration (MBA), Political Science and Public Administration, Entrepreneurship and Enterprise Development, International Business,

- Educational Management and Administration, Education in Science Education, Arts in Public Administration, Science in Environmental Biology, Arts in Political Science, Arts in Project Planning and Management or Environmental Science.
- ii. Having managed international or intercultural projects (preferably in a leading position) in the education sector is a must.
 - iii. Teaching experience or having worked as a mentor in the field of entrepreneurship is a plus.
 - iv. Being an entrepreneurial, having at least 2+ years of experience running or setting up a project in Tanzania, such as your own start-up/company/NGO is an added value.
 - v. Have extensive experience in building partnerships within Higher Education Institutions as well as start-up scene and have an excellent network of connections in these fields.

Required skills and experience

The evaluation will also examine presence of the following qualities:

- i. Fluency in written and spoken English;
- ii. Excellent communication and presentation skills;
- iii. Ability to work under pressure with tight deadlines and high demands for internal communication and innovation;
- iv. Ability to act independently and strong analytical skills and critical thinking
Ability to work in a dynamic organisational environment with little supervision;
- v. Brings a positive mind-set and attitude that continuously pushes the StAfrica project to accomplish its mission; and
- vi. Strong understanding of how a business operates with experience in operations, consulting, strategy, or a similar area.

Main duties and responsibilities

- i. To manage and support the implementation of the project at the University of Dar es Salaam including implementing incubation programs that will support and push business ideas by young researchers in the field of science;
- ii. To monitor and evaluate implementation of activities, ensuring targets and timelines are met, work is documented, and regular reports are prepared;
- iii. To coordinate and collaborate with Tanzanian as well as international partners to leverage collaborations and support to the StAfrica project;
- iv. To manage development and dissemination of educational materials, knowledge products and training tools for the incubator;
- v. To plan, coordinate and execute events and trainings in and outside of UDSM;
- vi. To coordinate communications and outreach to higher education and entrepreneurial networks and other topic-related organizations, including through newsletters, digital content, and other communications content;

- i. To support outreach and engagement with global and national media and oversee external communications on social media channels (Facebook, Instagram, LinkedIn, Twitter); and
- ii. To perform any other duties as may be assigned by the supervisor to enable implementation of the project.

REMUNIRATION AND BENEFITS

Salary: Monthly gross salary of **USD 1,100** inclusive of all statutory deductions.

TERMS OF SERVICE

Fifteen (15) months contract with possibility of extension depending on good performance.

MODE OF APPLICATION

Interested candidates should apply in confidence enclosing

- i. Signed application letter.
- ii. Detailed CV which includes names and addresses of two referees.
- iii. Certified copies of relevant academic certificates, transcripts and professional certificates.
- iv. Photocopy of birth certificate.
- v. Preferred mode of communication, e.g. telephone, fax, email.

Deputy Vice Chancellor (Planning, Finance and Administration)

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Application Submission:

Applications should be submitted through UDSM recruitment portal by using the following address:

https://hrmis.udsm.ac.tz/hrportal/index.php/application_list and not otherwise

Deadline:

Two weeks from the date of first appearance of this advertisement.

Date: 13th March, 2023