



UNITED REPUBLIC OF TANZANIA
MINISTRY OF AGRICULTURE
TEA RESEARCH INSTITUTE OF TANZANIA



TRANSFER VACANCIES ANNOUNCEMENT

Ref. No. TRIT/A/17/ED-COR/2024/059B

8th April, 2024

Tea Research Institute of Tanzania (TRIT) is an institution operated jointly by the government of the United Republic of Tanzania and Private Sector Stakeholders from the tea industry. It was established in 1996 as an autonomous organization representing the Government of Tanzania and the tea industry under the companies Ordinance (Cap. 212) as a Company Limited by Guarantee. TRIT's main objective is to support continued development of the tea industry, both large and small-scale producers, with appropriate high-quality, cost-effective research and technology.

During the financial year (2023/24), the government through President's Office, Public Service Management and Good Governance approved four (4) vacancies to be filled through transfer by qualified public servants. TRIT therefore invites applications from all suitable qualified public servants who are willing to join TRIT through TRANSFER in the following positions:

S/n	Position	# of Post	Duties and Responsibilities	Qualifications, experience and pay structure
	Senior Research Officer II	1	<p>Job Purpose: To undertake all research activities related to soil fertility improvement.</p> <p>Specific tasks:</p> <ol style="list-style-type: none">To coordinate and collaborate with Researchers in carrying out approved research projectsTo prepare regular progress and final reports on research projects;To compile and disseminate research findings on research and production;To train, direct and supervise junior Researchers on research publicationTo develop and upscale technological packages on	<p>Holder of Master Degree in either Soil Science or Agronomy from recognised Institution. Must have seven (7) years working experience in related field of agriculture.</p> <p>Must have published at least three (3) Scientific Publications after attaining Master Degree. Must have attained an upper second-class degree in undergraduate studies in related field. A candidate with a PhD degree related</p>

			<p>respective discipline and validate technologies on farm</p> <p>vi. To develop research proposals for funding consideration.</p> <p>vii. To train, direct and supervise junior Researchers on developing research proposals for funding consideration;</p> <p>viii. To publish research findings in scientific journals; and</p> <p>ix. To perform any other official duties as may be assigned by one's reporting officer.</p>	<p>field will be given priority.</p> <p>Pay Scale: PRSS 4</p>
	Research Officer II	1	<p>Job Purpose: To undertake all research activities related to crop improvement.</p> <p>Specific tasks:</p> <p>i. To assist in the field data collection, computer data entry, data analysis and gathering of relevant literature;</p> <p>ii. To conduct research under supervision of Senior Researchers;</p> <p>iii. To keep records of research findings;</p> <p>iv. To provide input in developing research proposals;</p> <p>v. To prepare research proposals with minimum supervision of Senior Researchers;</p> <p>vi. To collaborate and interact with other Researchers in the dissemination and application of research findings; and</p> <p>vii. To perform any other official duties as may be assigned by one's reporting officer.</p>	<p>Holder of Master's Degree in one of the following fields; Plant Breeding, Crop Science, Horticulture, or Plant Pathology from recognized Institution.</p> <p>Must have attained an upper second-class degree in undergraduate studies in related field.</p> <p>Pay Scale: PRSS 2</p>
	Supplies Officer II	1	<p>Job Purpose: To undertake all activities related to procurement, stores and supplies management.</p> <p>Specific tasks:</p> <p>i. To maintain bin cards and store ledger books;</p> <p>ii. To carry out physical distribution;</p> <p>iii. To maintain location index design;</p>	<p>Holder of Bachelor Degree in one of the following fields; Materials Management, Procurement and Supplies Management or equivalent qualification from a recognized Institution.</p>

			<ul style="list-style-type: none"> iv. To carry out perpetual stock checking and Annual Stock Taking; v. To prepare quarterly reports; vi. To process purchase or supply control of given lines of stocks; vii. To assist in clearing and forwarding functions; viii. To keep record and reports all procurement activities performed by the procurement Institute and various other entities; ix. To support and implement the function of Tender Board; and x. To perform any other duties as may be assigned by his superiors. 	<p>Must be registered by PSPTB as Graduate Procurement and Supplies Officer</p> <p>Pay Scale: PGSS 6</p>
	Senior Administrative Officer II	1	<p>Job Purpose: To undertake all activities related to administration operations.</p> <p>Specific tasks:</p> <ul style="list-style-type: none"> i. To supervise the preparation of periodic reports as per action plans; ii. To liaise with parent Ministry with regards to administrative issues; iii. To coordinate administrative matters and services; iv. To coordinate Trade Union Issues in the work place; v. To prepare recurrent and development budgets; vi. To deal with public relations matters and handle protocol issues; vii. To supervise registries, front office, and upkeep of the office compound; viii. To monitor the procurement process and maintenance of motor vehicles; ix. To mentor and coach his subordinates; and x. To performs any other duties as assigned by his superiors. 	<p>Holder of Master Degree in any of the following field: Public Administration, Human Resource Management or any other related qualification from recognized institution.</p> <p>Must have passed the Qualified Law Examination for Administrative Officers with working experience of thirteen (13) years in related field.</p> <p>Pay Scale: PGSS 8</p>

General Conditions

1. Applicants must be Public Servants;
2. Signed application letters should be written in either Swahili or English;
3. Applicants must channel their application letters through their current employers;

4. Applicants should attach up to date CV;
5. Applicants should attach certified copies of academic certificates and transcripts;
6. Certificates from foreign Universities must be verified by TCU;
7. Applicants must indicate in their application their willingness to cover their transfer cost
8. Only successful candidates will be contacted;
9. Applications can be delivered by hand at TRIT's Dar es Salaam offices located at UTUMISHI Building, Ngwazi Tea Research Station located at Ngwazi – Mufindi, or EMS through the undersigned address on or before the deadline;
10. All application letters should be addressed to:

Executive Director
Tea Research Institute of Tanzania (TRIT),
Ngwazi Tea Research Station – Mufindi,
P.O Box 242, MAFINGA,
IRINGA – TANZANIA.

The deadline for submitting applications is 30th April, 2024 at 1500hrs.

(Tea Research Institute of Tanzania)
Serving the Tea Industry in Tanzania