**UNITED REPUBLIC OF TANZANIA**

**MINISTRY OF AGRICULTURE**

**TOBACCO RESEARCH INSTITUTE OF TANZANIA**

‘Please address all correspondence to Research Director”

 REF. NO. TOR/TR/01/9/13 07/09/2021

**ANNOUNCEMENT FOR CONTRACT EMPLOYMENT POSTS**

Research Director of Tobacco Institute of Tanzania (TORITA) invites qualified, dynamic, intelligent, and result-oriented Tanzanians with high integrity to fill two vacant posts on contract bases as mentioned below;

1. **DRIVER II**

**Qualifications**

Holder of Form IV Certificate and a Class “C1 or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution. In addition the candidate must have driving experience of at least one year without causing an accident.

**Duties and Responsibilities**

1. To drive TORITA vehicles safely;
2. To maintain logbooks;
3. To ensure the safety of passenger (s) during driving;
4. To ensure the safe-keeping of the vehicle and its tools;
5. To maintain disciplined behaviour, smartness and proper conduct in rendering services;
6. To maintain the cleanliness of the vehicle and tools;
7. To report promptly any defects or problems detected in the vehicle;
8. To undertake minor repairs when necessary;
9. To perform messenger duties such as dispatching documents/letters and collecting mail;
10. To check the validity of insurance and reports the same to the HR Officer for necessary action; and
11. To perform any other related duties as may be assigned by the Supervisor.

**2. PROCUREMENT OFFICER II**

**Qualifications**

Holder of Bachelor Degree in one of the following areas; Procurement, Supplies, Materials Management, Stores Management, Business Administration majoring in Procurement/Supplies Management or equivalent qualifications from a recognized institution. The candidate must be registered by as Graduate Procurement and Supplies Professional and Technician Board (PSPTB)

**Duties and responsibilities**

1. To make follow up on receiving, storing and distribution of all stock items;
2. To maintain a location index system in the store;
3. To issue approved tendering and contract documents;
4. To manage archive records of the procurement and disposal process;
5. To maintain a list or Register of all contracts awarded;
6. To maintain an updated inventory of goods, supplies and materials;
7. To assist in the process of procurement tenders as per approved policies and procedures;
8. To maintain records for each local purchase order;
9. To make follow up of supply contracts and ensures contracts are honoured; and
10. To perform any other related duties as may be assigned by supervisor.

**GENERAL CONDITION**

1. Applicants must be a Tanzanian
2. All applicants must not be more than 45 years of age
3. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts: postal address, email and telephone numbers
4. Applicants should apply on the strength of the information given in this advertisement.
5. Applicants must attach their certified copies of the following certificate:
* Postgraduate/Degree/Advanced Diploma/Diploma/Certificate
* Postgraduate/Degree/Advanced Diploma/Diploma/transcript
* Form IV and VI National Examination certificate
* Birth certificate

vi. Applicants who will attach copies of the following certificates will strictly not be accepted

* Form IV and VI results slip
* Testimonials and all partial transcripts

vii. Applicants who have/were retired from public service for whatever reason should not apply.

viii. Applicants should indicate three reputable referees with their reliable contact.

ix. Certificate from foreign examination bodies for Ordinary or Advanced level education should be certified by the National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE).

x. Certificate from a foreign university should be verified by the Tanzania Commission for Universities (TCU)

xi. A signed application letter should be written in Swahili or English and addressed to;

***Research Director***

***Tobacco Research Institute of Tanzania (TORITA)***

***P.O.BOX 431***

***TABORA***

xii. Deadline for application is **30/09/2021** and

xiii. Only shortlisted candidates will be informed of the date for the interview.

**NOTE:** All applications must be sent through the following address info@torita.or.tz and not otherwise. This advertisement can be found on the TORITA website **https://www.torita.or.tz** and on notes board.

P.O. Box 431, Tabora, Tanzania. Tel: +255 26 2965853Fax: +255 736 606 914

 E-mail address:info@torita.or.tz

Website: http://www.torita.or.tz

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