

# THE UNIVERSITY OF DAR ES SALAAM SCHOOL OF ECONOMICS (UDSoE)



## JOB VACANCY

The University of Dar es Salaam invites applications from suitably qualified Tanzanians to be considered for employment to fill the vacant position of Project Officer at the University of Dar es Salaam School of Economics.

### **1. Job Title: Project Officer- 1 Post**

### **2. Position Details**

The position of Project Officer is based at the University of Dar es Salaam School of Economics and reports to the Centre Director. The successful candidate will work under the Center of Environment for Development Tanzania (EfDT) initiative, which is part of the global Environment for Development (EfD) network. EfD aims to strengthen environmental economics capacity to support evidence-based policy-making for poverty alleviation and sustainable development in developing countries.

### **3. Duties and Responsibilities**

The Project Officer will be responsible for:

- i. To plan, coordinate, and support the implementation of EfDT research and policy-related activities in line with approved work plans and timelines.
- ii. To coordinate research activities such as field data collection, data management, and documentation of research outputs.
- iii. To provide administrative and financial support to ensure compliance with the University of Dar es Salaam regulations and donor requirements.
- iv. To support stakeholder engagement, communication, and dissemination of research findings to policymakers and partners, contribute to monitoring, evaluation, and reporting of project activities, and
- v. To perform any other related duties as may be assigned by the Centre Director.

### **4. Qualifications and Experience**

Applicants must hold at least a Bachelor's degree from a recognized institution in one of the following fields: B.A. in Economics, B.A. in Economics and Statistics, Bachelor of Science in Agricultural and Natural Resources Economics and Business (BSc ANEB) Or a closely related discipline.

**Experience:** Fresh graduates are encouraged to apply, provided they have demonstrated relevant experience through internships, research projects, volunteer work, or short-term engagements in project management, research coordination, or related activities. Prior experience of 1–2 years in project or process management is desirable but not mandatory for candidates with strong demonstrated experience.

**Skills and Competencies:**

- Excellent proficiency in written and spoken English and Swahili.
- Strong analytical, organizational, and problem-solving skills.
- Ability to work effectively with colleagues and partners in academia, government, and other institutions.
- Demonstrated capacity for interpersonal and team collaboration.

**Added Advantages:**

- A Master's degree in Environmental Economics or a related field will be an added advantage.
- Experience working with development assistance projects, international organizations, government institutions, or academic research.
- Experience in coordinating international or multi-stakeholder projects.
- Knowledge of sustainable development goals (SDGs) and policy analysis.
- Experience in organizing meetings, workshops, or conferences.
- History of publication and or writing skills such as policy briefs

**5. Terms of Service**

The position is offered on a contract basis for a period of one (1) year, renewable subject to satisfactory performance and availability of funds.

**6. Remuneration**

The successful candidate will receive an attractive remuneration package commensurate with qualifications and experience, in accordance with University of Dar es Salaam and donor guidelines, and subject to statutory deductions.

## **7. Mode of Application**

Interested candidates should:

- i. Submit and attach a detailed Curriculum Vitae (CV)
- ii. Attach a cover letter, a sample of written work (such as an academic essay or term paper, a research paper or thesis chapter, a policy brief or technical report, a journal article (published or unpublished), a project report, professional report or consultancy report),
- iii. Certified copies of academic certificates and transcripts, and the names and contact details of three (3) referees.
- iv. Mode of communication, e.g., telephone, e-mail, fax, etc.
- v. Attachment of Passport Size Photos through hrmis portal.

### **NOTE:**

- i. Applicants currently employed in the Public Service should channel their application letters through their respective Employers.
- ii. Only shortlisted candidates will be contacted for an interview;
- iii. Incomplete Applications will not be processed.
- iv. A signed application letter should be written either in Swahili or English and addressed to:

**Director,**

**Environment for Development Tanzania (EfDT)**

**University of Dar es Salaam School of Economics**

**P.O. Box 35045**

**Dar es Salaam, Tanzania**

## **Mode of Application Submission**

*All applications must be sent through UDSM recruitment portal by using the following address: [https://hrmis.udsm.ac.tz/hrportal/index.php/application\\_list](https://hrmis.udsm.ac.tz/hrportal/index.php/application_list) and not otherwise.*

## **8. Deadline**

The closing date for the application is 14 days from the first appearance of this advertisement.

## **9. Disclaimer**

The University of Dar es Salaam is an equal opportunity employer. Only shortlisted candidates will be contacted. Presentation of forged certificates or false information will result in disqualification and possible legal action.

UNIVERSITY OF DAR ES SALAAM  
INSTITUTE OF RESOURCES ASSESSMENT  
CENTRE FOR CLIMATE CHANGE STUDIES



**VACANCY ANNOUNCEMENT**

**ORGANISATIONAL UNIT :** University of Dar es Salaam,  
Centre for Climate Change Studies

**DUTY STATION :** Dar es Salaam

**Background**

The Centre for Climate Change Studies (CCCS) of the University of Dar es Salaam (UDSM) is a multi-disciplinary and inter-disciplinary Centre for Climate Change related issues. The Centre functions range from Academic and Professional Training, Basic and Applied Research as well as Outreach Programmes. The Centre addresses these pertinent issues through collaborations with Local and International partners.

**Job Title: Programme Officer- 1 Post**

**A. Education Qualifications**

Bachelor degree in any relevant field and a Master's degree in Natural Resource Assessment and Management, Climate Change and Sustainable Development, International Development, Sociology, or any other related field. A PhD holder in Climate Change will be an added advantage.

**B. Duties and Responsibilities**

- i. To provide support to research, including proposal writing, desk and literature review
- ii. To provide technical assistance and track project deliverables
- iii. To participate in field work for ongoing research projects
- iv. Provide technical assistance and consultation as needed.
- v. To review research materials and produce briefing and synthesis documents/reports for meetings.
- vi. Support preparation for and implementation of research, including communicating with senior researchers.

- vii. Follow-up on various calls for research grants in relevant fields and advise accordingly
- viii. Identify and explore opportunities for collaborative research
- ix. Coordinate and support work planning, budgeting, and reporting

### **C. Working Experience**

Proven experience related to project proposal writing, research planning and implementation, including planning for fieldwork, data collection, data analysis and research report writing.

### **D. Related Skills**

- i. Excellent written and verbal communication skills in English, including the ability to convey complex concepts in a clear and concise way.
- ii. Ability to work and effectively communicate across operations and research teams
- iii. Ability to work well in a team environment
- iv. Ability to work efficiently independently
- v. Organizational skills and attention to detail
- vi. Good presentation skills
- vii. Proficiency in all programs in the Microsoft Office Suite

### **E. Remuneration**

An attractive remuneration package will be offered to the right Candidate.

### **F. Tenure and Terms of Service**

One-year contract with the possibility of extension; subject to candidate's performance and availability of funds.

## **Job Title: Office Assistant – 3 Posts**

### **A. Education Qualifications**

Holder of a national Form IV certificate of Secondary Education with passes in English and Kiswahili.

### **B. Duties and Responsibilities**

- i. To collect and deliver mails and letters;
- ii. To transmit official documents within the University;
- iii. To carry machinery/equipment;
- iv. To prepare and serve office refreshments etc.
- v. To ensure windows and doors are open in the morning and closing them after official hours.
- vi. To clean and tide offices and surroundings;
- vii. To supervise general cleanliness in the offices, buildings and grounds within his/her area of jurisdiction.

viii. To report on the requirements of maintenance of office equipment and advise on how to improve general cleanliness at the Institute/Centre;

### **C. Remuneration**

An attractive remuneration package will be offered to the right Candidate.

### **D. Tenure**

One-year contract with the possibility of extension; subject to the candidate's performance and availability of funds.

### **MODE OF APPLICATION:**

Interested candidates should apply in confidence to the Undersigned enclosing:

- (i) Signed application letter;
- (ii) Curriculum Vitae (CV);
- (iii) Certified copies of relevant Certificates and Transcripts;
- (iv) Names and addresses of three (3) Referees; and
- (v) Mode of communication, e.g., telephone, e-mail, fax, etc.
- (vi) Attachment of Passport Size Photos through hrmiss portal.

### **NOTE:**

- (i) Applicants currently employed in the Public Service should channel their application letters through their respective Employers.
- (ii) Only shortlisted candidates will be contacted for an interview;
- (iii) Incomplete Applications will not be processed.
- (iv) A signed application letter should be written either in Swahili or English and Addressed to Deputy Vice Chancellor - Planning, Finance and Administration, P.O. Box 35091, University of Dar es Salaam.

### **Mode of Application Submission**

*All applications must be sent through UDSM recruitment portal by using the following address and not otherwise: [https://hrmis.udsm.ac.tz/hrportal/index.php/application\\_list](https://hrmis.udsm.ac.tz/hrportal/index.php/application_list) and not otherwise.*

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