



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF LIVESTOCK AND FISHERIES  
TANZANIA FISHERIES RESEARCH  
INSTITUTE (TAFIRI)



*When reply please quote:*

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1<sup>st</sup> March, 2024.

### TRANSFER VACANCIES

The Tanzania Fisheries Research Institute (TAFIRI) invites applications from suitably qualified Public Servants who wish to transfer to TAFIRI to fill **Ten (10)** vacant posts mentioned below:

### INTRODUCTION

Tanzania Fisheries Research Institute (TAFIRI) came after the collapse of the East Africa Community (EAC) in 1977 where each state had to take care of her own affairs. TAFIRI was established by the Act of Parliament No. 6 of 1980 and started operations in 1983 with the aim of promoting, conducting, and coordinating fisheries research in Tanzania. In 2016, this Act was repealed by a new Act of Parliament No. 11 of 2016.

Before the collapse, the Community had several functions, among which included fisheries research and development whereby two organizations were present: East African Freshwater Fisheries Research Organization (EAFFRO) and East African Marine Fisheries Research Organization (EAMFRO). Mwanza Centre was formerly a station of the former EAFFRO while Institute of Marine Sciences (IMS-Zanzibar) of the University of Dar es Salaam was under EAMFRO. Following the collapse of EAC, Mwanza Centre and IMS were handed over to the Fisheries Division in the Ministry of Natural Resources and Tourism and

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the University of Dar es Salaam, respectively. At the time, there were two more freshwater fisheries centres under the Fisheries Division, namely Kigoma in Lake Tanganyika, which was formerly run by the Food and Agriculture Organization (FAO) of the United Nations until the contract ended in 1978, and Kyela in Lake Nyasa.

Having taken over the activities of EAC, the Government decided to establish a Parastatal body to carry out freshwater and marine fisheries research in Tanzania, which led to the establishment of TAFIRI. Currently, the Institute is comprised of four Research Centres, namely Mwanza along Lake Victoria, Kigoma along Lake Tanganyika, Kyela along Lake Nyasa, and Dar es Salaam along the Indian Ocean. TAFIRI has also one sub-station operating under Mwanza Centre, which is located at Sota in Rorya District, Mara Region.

## **1. Senior Planning Officer II (1 post)**

### **a) Qualifications and Experience:**

Holder of Bachelor Degree in one of the following fields: Economics, Agricultural Economics and Agribusiness, Economics and Finance, Economics and Statistics, Project Planning and Management, Economic Planning, Statistics or equivalent qualifications from recognized institutions with working experience of at least seven (7) years in related field.

### **b) Duties and Responsibilities**

- i. To undertake economic and financial appraisal of projects and other investment opportunities;
- ii. To set planning guidelines for research projects;
- iii. To prepares short, medium and long term Institute development plans;
- iv. To evaluate various sources of funds;
- v. To review data for pre-feasibility and feasibility studies of projects;
- vi. To provide technical supports in preparations of the Institute budget;
- vii. To collect and maintains planning data, statistical indices and other economic indicators necessary for planning function;
- viii. To compile Institute quarterly, mid-year and annual performance review;
- ix. To facilitate the preparation of directorate budget
- x. To monitor and quality assurance spot checks on each project site;

- xi. To work with programme staff, to design the support plans and to help partners adopt the reporting formats required by respective project
- xii. To monitor and visit the implementing partners for data clarifications;
- xiii. To design Monitoring and Evaluation (M&E) System for Institute Projects based on the M&E Plan and taking into account the Projects implementation structure;
- xiv. To perform any other official duties as may be assigned by the immediate Supervisor.

**c) Salary Scale:** PGSS 8

**d) Duty Station:** TAFIRI Headquarters, Dar es Salaam

## **2. Senior Legal Officer II (1 post)**

### **a) Qualifications and Experience:**

Holder of Bachelor Degree in Law (LL.B) from any recognized Institution who has passed a recognized practical legal training or undergone internship program recognized by the Attorney General with working experience of at least seven (7) years in related field. Must be a registered Advocate of the High Court of Tanzania.

### **b) Duties and Responsibilities**

- i. To take charge of legal documents and correspondences of already assigned cases;
- ii. To represent the Institute in Legal suits;
- iii. To prepare Institute's legal documents;
- iv. To advise the management on various legal matters;
- v. To prepare legal briefs to contracts and other legal documents; and
- vi. To perform any other official duties as may be assigned by the immediate Supervisor.

**c) Salary Scale:** PGSS 8

**d) Duty Station:** TAFIRI Headquarters, Dar es Salaam

### 3. Senior Accounts Officer II (1post)

#### a) **Qualifications and Experience:**

(a) Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration or Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized institutions or Intermediate Certificate (Module D) offered by NBAA with working experience of at least seven (7) years in related field.

#### (b) **Duties & Responsibilities**

- i. To authorize payments according to the financial acts and regulations;
- ii. To answer audit queries;
- iii. To prepare revenue and expenditure reports according to financial regulations;
- iv. To produce reports on revenue collections;
- v. To produce reports on income and expenditure estimates (Cash flow statements);
- vi. To maintain debtors and creditors records;
- vii. To keep records of Institute assets available in the relevant section; and
- viii. To perform any other official duties as may be assigned by the Supervisor.

**C) Salary Scale:** PGSS 8

**d) Duty Station:** TAFIRI Mwanza

### 4. Research Officer I (2 posts)

#### a) **Qualifications and Experience:**

Holder of Master Degree with a minimum of an upper second class in one of the following fields: Aquaculture, Aquaculture and Aquatic Sciences, Fisheries and Aquatic Sciences, Aquatic Science, Aquatic Environmental Sciences and Conservation, Aquatic Sciences and Environment, Fisheries Sciences, Marine Biology, Microbiology, Food Science and Technology, Biotechnology, Biochemistry, Molecular Biology, Biotechnology, Molecular Biology and Biotechnology, Biotechnology and Laboratory Science, Laboratory Science Technology, Sociology, Economics, Statistics, Data Science or equivalent qualifications from a recognized Institution with working experience of at least seven (7) years in related field. For unclassified degrees such as MD and BVM are required to have an overall

minimum of B at undergraduate level. The candidate must have published at least one (1) scientific publication after attaining Master's Degree.

**(a) Duties and responsibilities**

- i. To undertake specific research activities with less supervision from senior researchers or team leader;
- ii. To perform data collection and analysis and gathering relevant literature;
- iii. To prepare and publish scientific articles in peer review journal;
- iv. To train and supervise Technicians and research assistants;
- v. Prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in developing fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by the immediate Supervisor.

**C) Salary Scale: PRSS 3**

**d) Duty Station: TAFIRI Kyela & TAFIRI Dar es Salaam**

**5. Skipper I (1 post)**

**a) Qualifications and Experience:**

**(a)** Holder of a Secondary Education Certificate plus Diploma (NTA level 6) or Full Technician Certificate (FTC) in one of the following fields: Navigation and Fishing Science, Marine Transport, Master Fisherman, Nautical Science or equivalent qualifications with working experience of at least four (4) years in related field. Must hold a Certificate of Competence for Officer Incharge of Navigation Watch Onboard a Fishing vessel operating in limited waters (STCW-F II/4) with relevant working experience.

**(b) Duties and responsibilities**

- i. To supervise all Deck Crew members in their duties of painting of the vessel and repairing of deck gears and their accessories;
- ii. To become an overall in-charge of all deck activities and acts as a trainer to other junior crew;
- iii. To become an overall in-charge of all deck works and deck equipment and stores;
- iv. To be in-charge of repair and maintenance of navigation aids in the bridge and their storage;
- v. To be in-charge of all research vessels;

- vi. To be responsible for safety of the vessel and its crew; and
- vii. To perform any other duties as may be assigned by immediate supervisor.

**c) Salary Scale:** PGSS 6

**d )Duty Station:** TAFIRI Mwanza

## **6. Office Management Secretary I (2 posts)**

### **a) Qualifications and Experience:**

**(a)** Holder of Diploma in Secretarial Studies who has passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from recognized institutions with a working experience of at least seven (7) years in related field. Must sit for and pass Management Development Examination for Executive Assistants Stage I.

### **(b) Duties and Responsibilities**

- i. To type all general correspondence, staff meeting minutes and confidential matters;
- ii. To receive and guide visitors accordingly;
- iii. To prepare meetings, seminars and workshops;
- iv. To make travel arrangement for immediate supervisor and office visitors;
- v. To get the files and documents required by the immediate supervisors;
- vi. To deliver official messages from the Head of Department to his subordinates and vice versa;
- vii. To prepare a list of office requirements and submit it to the respective office for supply;
- viii. To record official appointments and make sure that the immediate supervisor is kept informed in time;
- ix. To assign relevant duties to other Secretaries;
- x. To train other Secretaries in the usage of office secretarial equipment and other facilities;
- xi. To undertake secretarial services at Meetings, Seminars and workshops;
- xii. To handle all incoming and outgoing mails, files, faxes and E-mail messages and ensures they are properly channeled to respective destinations; and
- xiii. To To perform any other official duties as may be assigned by the immediate supervisor.

**c) Salary Scale:** PGSS 5

**d) Duty Station:** TAFIRI Headquarters and TAFIRI Dar es Salaam

## **7. Research Officer II (2 posts)**

### **a) Qualifications and Experience:**

**(a)** Holder of Master Degree in one of the following fields: Aquaculture, Aquaculture and Aquatic Sciences, Fisheries and Aquatic Sciences, Aquatic Science, Aquatic Environmental Sciences and Conservation, Aquatic Sciences and Environment, Fisheries Sciences, Marine Biology, Food Science and Technology, Biotechnology, Biochemistry, Molecular Biology, Biotechnology, Molecular Biology and Biotechnology, Biotechnology and Laboratory Science, Laboratory Science Technology Statistics, Sociology, Economics, Data Science or equivalent qualifications from a recognized Institution who attained a minimum of an Upper Second Class Honours Degree at undergraduate level. The candidate must have a minimum of an Upper Second Class Degree and for unclassified degrees such as MD and BVM are required to have an overall minimum of B at undergraduate level.

### **(b) Duties and responsibilities:**

- i. To perform on-the-field data collection, computer data entry and analysis and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from senior researchers or team leader;
- iii. To prepare and submit manuscript draft to respective supervisor for review;
- iv. To train and supervise Technicians and research assistants;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in developing fundable research proposals and consultancy; and
- viii. To perform any other official duties as may be assigned by the immediate Supervisor

**c) Salary Scale:** PRSS 2

**d) Duty Station:** TAFIRI Kigoma & TAFIRI Mwanza

## **GENERAL CONDITION.**

Interested candidates should apply in confidence enclosing:

- (i) Certified copies of certificates, transcripts and valid licenses
- i. Applicants must attach an up to date curriculum Vitae (CV) having reliable contacts postal address/post code, e-mail and telephone numbers;
- ii. Applicants must be Public Servants and channel their application letters through their respective employers, failure of which will lead to automatic disqualification;**
- iii. Applicants with special needs/case (disability) are supposed/advised to indicate in their application;
- iv. Only successful candidates will be contacted for further procedures;
- v. Presentation of forged certificates and other information will necessitate to legal action;
- vi. A signed application letter should be written either in Swahili or English and Addressed to the **Director General, Tanzania Fisheries Research Institute, P.O. Box 9750, Dar es Salaam.**
- vii. Deadline for application is 14<sup>th</sup> March, 2024;**
- viii. Applicants should indicate their willingness and commitment to cover the transfer cost as the transfer is considered to be self-initiated.

**DIRECTOR GENERAL**

**TANZANIA FISHERIES RESEARCH INSTITUTE (TAFIRI)**