

**THE UNITED REPUBLIC OF TANZANIA**  
**PRESIDENT'S OFFICE**  
**PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE**



**VACANCY ANNOUNCEMENT**

**20<sup>TH</sup> SEPTEMBER, 2024**

Applications are hereby invited from qualified and experienced Tanzanians for the following vacancies post advertised by the Southern African Development Community (**SADC**):

**1.0. VACANCIES POSITION**

- i. Director – Policy Planning and Resources Mobilisation (Job Grade 2);
- ii. Director of Finance - (Job Grade 2);
- iii. Reviser – Portuguese - (Job Grade 5); and
- iv. Analyst – Political and Security Threats – State Security (Regional Early Warning) (Job Grade 6).

**Deadline for Application:**

**13 October, 2024**

**2.0 SUBMISSION OF APPLICATIONS:**

- Applications should be accompanied by the following:
  - a) A cover letter stating the position that you want to be considered for and describing how your qualifications, experience, and competencies are relevant to the position;
  - b) Not more than five (5) pages of updated curriculum vitae;
  - c) Certified copies of your degree(s), Diploma(s) and Certificates(s); and
  - d) Duly signed and completed SADC Application Form.
- For more information regarding the Terms of Reference of the advertised post that you want to apply for, qualifications, tenure of appointment, remuneration, job profile, and SADC Application Form please visit the SADC Website: (<https://www.sadc.int/vagas/vacancy-announcement-four-regional-positions>)
- All Applicants should send their application to:-

Permanent Secretary,  
President's Office, Public Service Management and Good Governance,  
Mtumba Governance City,  
Utumishi Street,  
P.O. Box 670,  
**DODOMA**, [dhrd.tc@utumishi.go.tz](mailto:dhrd.tc@utumishi.go.tz)