

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



**22<sup>nd</sup> July, 2025**

**VACANCIES ANNOUNCEMENT**

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

**1.0 Vacancies Position:**

- i. Director of Infrastructure - (Job Grade 2)
- ii. Director of Finance, Investment and Customs - (Job Grade 2)
- iii. Director of Food, Agriculture and Natural Resources - (Job Grade 2)
- iv. Re-advert – Director of Finance - (Job Grade 2)
- v. Head of Disaster Risk Reduction (DRR) - (Job Grade 3)
- vi. Finance Officer – Treasury and Budget - (Job Grade 6)
- vii. Finance Officer – Payments and Expenditure Control - (Job Grade 6)
- viii. Programme Officer – Gender Mainstreaming - (Job Grade 6)

**Closing Date and Submission of Applications: 01<sup>st</sup> August, 2024**

**2.0 ELIGIBILITY:**

- i. The positions are open to qualified applicants who are 52 years old or younger;
- ii. Female candidates are highly encouraged;
- iii. Applications should be accompanied by the following:
  - 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;
  - Not more than five (5) pages of updated curriculum vitae;
  - Certified copies of your degree(s), Diploma(s) and Certificate(s); and
  - Duly signed and completed SADC Application Form

- iv. Applicants who meet the requirements and being considered for an interview will be contacted. However, should you not hear from the SADC Secretariat for an interview within two months after the closing date, kindly consider your application unsuccessful;
- v. For further details on the position that you want to apply for, job profile, and SADC Application Form, refer to the SADC website: [www.sadc.int](http://www.sadc.int)

### **3.0 SUBMISSION OF APPLICATIONS:**

- All applicants should send their applications to: -

Permanent Secretary,  
President's Office, Public Service Management and Good Governance,  
Mtumba Government City,  
Utumishi Street,  
P.O. Box 670,  
**DODOMA**

or through E-mail: [dhrd.tc@utumishi.go.tz](mailto:dhrd.tc@utumishi.go.tz)