

SOME

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(ADMINISTRATION)
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1st September, 2021

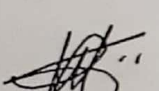
1 Principals, Deans and Directors of Institutes
University of Dar es Salaam

RE: INTERNSHIP OPPORTUNITIES AT THE SADC SECRETARIAT

We have received invitation for our graduates to apply for available 17 internship opportunities at the SADC Secretariat offices in Gaborone, Botswana and Lusaka, Zambia.

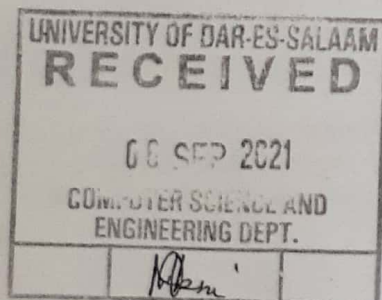
Kindly and urgently encourage graduates from your College/School/Institute to apply directly while observing the deadline.

A copy of the invitation letter, announcement and other information is attached.


Prof. David A. Mfinanga
Deputy Vice Chancellor - Administration

c.c. Vice Chancellor
Deputy Vice Chancellor - Academic
Directors of Postgraduate Studies
Director of Undergraduate Studies
Director of Human Resources and Administration

II OMS
p/se copy to HODs
and Director CUL to
inform staff
06/09/2021



III OMS
p'se copy to UG
finalists
07/09/21

UNIVERSITY OF DAR-ES-SALAAM
RECEIVED
31 AUG 2021
V.C. ADMINISTRATION

JAMHURI YA MUUNGANO WA TANZANIA
WIZARA YA MAMBO YA NJE NA USHIRIKIANO WA AFRIKA MASHARIKI

Simu: +255-26- 2323201-7
Nukushi: +255-26-2323208
Barua pepe: nje@nje.go.tz
Tovuti: www.foreign.go.tz



Mji wa Serikali,
MTUMBA,
S.L.P 2933,
40466 DODOMA

Unapojibu tafadhali taja:
Kumb. Na: PA 483/572/01

23 Agosti, 2021

I Makamu Mkuu wa Chuo,
Chuo Kikuu cha Dar es Salaam (UDSM)
S.L.P 35091,
DAR ES SALAAM.

II DVC - Ad
Study & handle
JP.
31/8/2021

Makamu Mkuu wa Chuo,
Chuo Kikuu cha Zanzibar (SUZA)
S.L.P 146,
ZANZIBAR.

Makamu Mkuu wa Chuo,
Chuo Kikuu cha Dodoma (UDOM),
S.L.P 259,
DODOMA.

Mkuu wa Chuo,
Chuo cha Diplomasia,
S.L.P 2824,
DAR ES SALAAM.

**Yah: NAFASI 17 ZA INTERNSHIP KUTOKA SEKRETARIETI YA SADC,
ZITAKAZOANZA MWEZI NOVEMBA 2021**

Tafadhali rejea somo tajwa hapo.

2. Tumepokea barua Kumb. Na: SADC 2/3/3/1 ya tarehe 9 Agosti 2021 kutoka Sekretarieti ya Jumuiya ya Maendeleo Kusini mwa Afrika (SADC) kuhusu uwepo wa nafasi 17 za *internship* kwenye Jumuiya hiyo zitakazoanza mwezi Novemba 2021.
3. Pamoja na mambo mengine; fursa hii ya miezi sita (6) inalenga kuwapa wanafunzi wa vyuo kutoka nchi Wanachama wa SADC nafasi ya kufanya kazi kwa vitendo kwenye ofisi za Sekretarieti ya SADC zilizopo Gaborone, Botswana na Lusaka, Zambia.

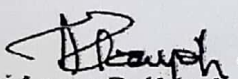
4. Kwa muktadha huo, tunawasilisha kwako taarifa hii na kukuomba uchague wanafunzi wenye vigezo vinavyohitajika ili waweze kuomba nafasi hizo. Aidha, maombi ya wanafunzi kutoka Jamhuri ya Muungano wa Tanzania, yatashindanishwa na wanafunzi wengine kutoka nchi wanachama wa SADC.

5. Aidha, Sekretarieti ya SADC itagharamia kiasi cha Dola za Marekani 250 kila mwezi kwa kila Mwanafunzi na gharama nyingine mwanafunzi atatakiwa kujigharamia mwenyewe ikiwa ni pamoja na: - Usafiri wa ndege kwenda nchini Botswana au Zambia, Malazi, Bima ya Afya na gharama za VIZA.

6. Kwa maelezo hayo, tunaomba kupokea maombi na wasifu wao kupitia barua pepe: caroline.malima@nje.go.tz nakala drc@nje.go.tz kabla ya tarehe 8 Septemba 2021.

7. Pamoja na barua hii, tumeambatisha tangazo la nafasi hizo, vigezo vyake na barua kutoka Sekretarieti ya SADC kwa urahisi wa rejea.

Wako katika Ujenzi wa Taifa.


Balazi Agnes R. Kayola
Kny: KATIBU MKUU

Nakala: Mkurugenzi,
Idara ya Mambo ya Nje na
Ushirikiano wa Afrika Mashariki,
ZANZIBAR.



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY

INTERNSHIP OPPORTUNITIES ANNOUNCEMENT

1. POLITICS AND DIPLOMACY X 1

Duties and Responsibilities:

The Intern will be attached to the Politics and Diplomacy Sector in the Directorate of the Organ on Politics, Defence and Security Affairs and provide support to the Elections Support Unit, Mediation Support Unit as well as the Senior Officer - Politics and Diplomacy.

Qualifications:

Prospective candidates should be tertiary level (Masters / PhD) students or entry-level employees in the Ministry of Foreign Affairs, Office of the President or Election Management body of a given Member State.

Skills Requirements:

- Communication and diplomacy skills
- Computerised desktop publishing and production skills
- Conflict and crisis management skills
- Interpersonal skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team player

2. INTERNAL AUDIT & RISK MANAGEMENT X 1

Duties and Responsibilities:

- To assist the Senior Risk Officer in formulating, implementing, administering, and evaluating risk management strategies in a more efficient and cost-effectively manner;
- Assist in developing risk registers, consolidating risk management progress reports;
- Assist in compiling pillar assessment reports;
- Assist in developing workshop materials, facilitation of training workshops on risk management and business continuity;

REF: SADC/2/3/11/5

- Arranging risk management meetings workshops and taking records where applicable;
- General clean-up of documents developed for Risk Management; and
- Collating information from risk focal persons on risk management related matters.

Qualifications:

Prospective candidates should be graduate or studying towards a Degree in Finance/ Auditing/Risk Management.

Skills Requirements:

- Communication and presentation skills
- Conflict management skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team player

3. EX SITU CONSERVATION - SADC PLANT GENETIC RESOURCES CENTRE (SPGRC) - BASED IN LUSAKA, ZAMBIA.**Duties and Responsibilities:**

Assisting with;

- Conducting germination tests
- Seed sample moisture testing
- Supervising casual workers
- Planting and monitoring field experiments
- Field and laboratory data collection and capturing in Web-SDIS.
- Processing seed samples from Member States and those for shipment to the Svalbard Global Seed Vault.
- Any other tasks as assigned from time to time

Qualifications:

Diploma or Degree in any Agriculture field, or Plant Genetic Resources Conservation or Seed technology.

Skills Requirements:

- Highly computer literate in basic computer programs
- Communication and presentation skills
- Knowledge of ecosystem techniques and conservation issues
- Ability to conduct research and manage projects
- Team player
- Ability to supervise and manage personnel

- Perform any other duties as may be assigned.

Qualifications:

Prospective candidate should be studying toward a degree in Tourism Development/Marketing/Business Administration.

Skills Requirements:

- Writing skills
- Communication and presentation skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building skills.

6. SCIENCE, TECHNOLOGY AND INNOVATION X 2

Duties and Responsibilities

- The Interns will be responsible for convening technical experts' meetings,
- Drafting records of meetings,
- Writing TORs for consultancies or studies,
- Write research reports/documents, Concept Notes,
- Assist in the implementation of Summit, Council, and Ministerial Decisions,
- Writing letters, and providing administrative and technical support.
- Provide support with implementation of the SIPS Programme.

Qualifications

Degree in Science and Engineering, or Science and Technology Policy, or Social Sciences or Public Policy and or other related disciplines in STI.

Skills Requirements:

- Good writing skills,
- Research skills,
- Good computer skills,
- Must also have good communication skills.

7. VALUE CHAINS X 1

Duties and Responsibilities

- Support the Directorate in coordinating the implementation of the Regional Mining Vision and Action Plan.
- Assist in facilitating the development of business relations
- Assist in coordinating projects and activities
- Develop plans and procure material required for production

4. ADMINISTRATION & FINANCE - SADC PLANT GENETIC RESOURCES CENTRE (SPGRC) - BASED IN LUSAKA, ZAMBIA.

Duties and Responsibilities:

Assisting administration and finance at SPGRC with;

- Data capturing
- Filing
- Basic reconciliations
- Store records reconciliation
- Assets and Inventory Records Reconciliation
- Reconciliation of Debtors and Creditors Ledger
- Invoicing and raising orders for procurement
- Raising of Cheques
- Any other tasks as assigned from time to time

Qualifications:

Diploma or first degree in Accounting, Finance, or Administration

Skills Requirements:

- Good organizational and time management skills
- Strong interpersonal and problem solving skills
- Highly computer literate
- Possess good oral and written communication skills
- Ability to collect, evaluate and interpret data

5. TOURISM MANAGEMENT x 1

Duties and Responsibilities:

To assist the Senior Programme Officer-Tourism in activities of the newly established SADC Tourism Coordinating Unit which includes the following;

- Assist in facilitating the development of SADC Tourism Programme;
- Assist in monitoring the implementation of Protocol on Development of Tourism by Member States;
- Assist in arranging tourism meetings, workshops and taking records where applicable;
- Compile Ministerial decision matrix and report on implementation of Ministerial decisions;
- Assist in conducting research and collating information necessary to inform the process of removing barriers to cross-border travel and operations thereby creating an enabling environment for development sustainable tourism across the region;
- Preparing data for publishing on the SADC website and other forms of media; and