17 July, 2015

SOKOINE UNIVERSITY OF AGRICULTURE MOROGORO

JOB OPPORTUNITY

Applications are invited from suitably qualified Tanzanians to fill the following vacant position at Sokoine University of Agriculture (SUA) in the Faculty of Science, Department of Biometry and Mathematics, sponsored by iAGRI Project. **A HAND WRITTEN** application letter accompanied with up to date typed Curriculum Vitae (CV), relevant Certificates and names of at least two referees should be addressed to the **DEPUTY VICE CHANCELLOR (ADMINISTRATION AND FINANCE), P.O.BOX 3000, CHUO KIKUU MOROGORO** to reach him not letter than **TWO** weeks from the date of this advertisement.

POSITION: Administrative Officer III (1 POST)

SUA is seeking to recruit a qualified Tanzanian to fill the above mentioned vacancy for one year contract which is renewable subject to good performance. The office bearer will be required to perform a variety of administrative duties that are necessary for efficient running of the Laboratory for Interdisciplinary Statistical Analysis (SUALISA) at SUA.

QUALIFICATIONS

- The candidate must possess a Degree OR Advanced Diploma majoring in Management and Administration with bias in Human Resource, Public Administration or related disciplines.
- Must have Knowledge and Skills in ICT preferably MS Word and Excel, e-mail, and internet.
- Clerical knowledge and skills will be an added advantage.
- Must be fluent in both Kiswahili and English (written and spoken).

OTHER PERSOANAL ATTRIBUTES

- Ability to work with minimal supervision will be a desirable quality.
- Ability to produce accurate and timely reports.
- Ability to coordinate independently all Laboratory related activities.
- Innovative and change driven.
- Qualified female candidates are encouraged to apply.

SPECIFIC DUTIES

1: Provide administrative support to SUALISA and to the SUALISA Coordinator, Assistant Coordinator, and to the LISA 2020 Project

- Serves as the liaison between clients and SUALISA staff ensuring that clients are assigned to collaborators promptly and appropriately.
- Schedules and coordinates events such as staff meetings, coaching and feedback sessions, walk-in, and short courses. Make sure that all participants are informed of these meetings and courses and related activities.
- Records accurately minutes of the weekly SUALISA meetings and notes at the coaching and feedback sessions, archives them, and distributes them to the attendees.
- Installs and updates software on SUALISA's computers at the beginning of each semester and whenever needed. Assists with the purchase of SUALISA equipment.
- Compiling information from logbooks used in walk-in consultations.
- Contacting clients to get feedback on given collaboration process

2: Collect, manage, and update client, project, and statistical collaborator records in an online database

- Maintains accurate records of the number of SUALISA clients from each Faculty/Directorate.
- Maintains accurate records of the number of hours worked by SUALISA collaborators on projects from each college.

- Summarizes these records accurately for each semester. Presents these summaries in annual reports.

3: Video editing and SUALISA advertising and publicity

- Records, processes, and distributes video of recorded collaboration meetings promptly and accurately.
- Posts screen recordings of short courses online. These recordings should be of high quality to be useful to users of the SUALISA website.
- Offers technical support for presentations involving video or projection to SUALISA collaborators and SUALISA staff.
- Prepares drafts of SUALISA brochures, posters, letters, and other publicity materials. Disseminates these materials through various campus media to reach SUALISA stakeholders and potential SUALISA clients.
- Promptly updates SUALISA social media accounts to publicize the current status of SUALISA and news about SUALISA.

4: Develop, update, and maintain the LISA website

- Ensures that the SUALISA website is functioning properly and is updated regularly.
- Develops the website to ensure effective recording of services and ease of use for SUALISA clients and staff.
- Quickly troubleshoots issues causing the website not to function properly or to go offline.
- Creates or modifies webpages to accurately advertise SUALISA services.

Salary: As per treasury Registrar's Salary Circular No 1 of 2015

Age limit: Not above 35 years