

# TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

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## INTERNAL JOB OPENINGS

### INTRODUCTION

The Tengeru Institute of Community Development (TICD) is a result of upgrading the former Community Development Training Institute (CDTI - Tengeru) into a full-fledged Institute. The Tengeru Institute of Community Development (TICD) was established by the Tengeru Institute of community Development (Establishment) Order 2013 as a body corporate. The Institute was established to serve as a practical-oriented professional centre for demand-driven training, research, advisory and consultancy services in the fields of Community Development, Gender and Development and Participatory Project Planning. The Institute wishes to recruit **INTERNALLY** suitable, motivated, potential and capable Human Capital to various posts on specified contract terms.

### VISION:

To be a Centre of excellence for people centered and gender sensitive knowledge, approaches and practices in all development processes.

### THE MISSION:

To produce community development experts with competencies that will enable them engage communities, policy makers and other stakeholders in promoting action and participatory research, planning and implementation of gender sensitive and inclusive development processes.

<b>TITLE OF POSITION:</b>	HEAD THE DEPARTMENT OF RESEARCH, CONSULTANCY, PUBLICATION AND POSTGRADUATE STUDIES. – 1 POST
<b>SCOPE OF THE POSITION AND ITS EXPECTED OUTPUTS:</b>	Holder of the position is responsible for all assigned administrative and academic duties in the specific department as his/her area of specialization. The outputs in this position are expected in the quality, efficient and effective delivery of services with big and value adding results with integrity and honesty.
<b>POSITION RELATIONSHIPS:</b>	Reports to: Deputy Rector – Academic, Research and Consultancy
<b>DUTIES</b>	<ul style="list-style-type: none"> <li>• Overall coordinator of postgraduate training programmes.</li> <li>• To be responsible to the Deputy Rector -ARC in respect of such matters of Postgraduate studies, research and publications</li> <li>• To facilitate learning (by teaching) of academic programmes in the Institute</li> <li>• To be responsible for smooth running and development of Postgraduate studies, research and publications in the Institute</li> <li>• To advise on all matters pertaining to Postgraduate studies, research, publications and management</li> <li>• To evaluate current progress of Postgraduate studies, research and publications in the Institute and recommend future programme</li> <li>• To recommend appropriate budgets for Postgraduate studies, research and publications affairs</li> <li>• To establish and Coordinates the development of Postgraduate studies, research, publications and management of resources</li> <li>• To oversee Research and Publication activities of the Institute</li> <li>• To oversee admission and examination regulations for postgraduate programmes</li> <li>• To supervise work performance in the Department.</li> <li>• To solicit and manage consultancies by liaising with Government departments, Private and Public sector organizations, Education Institutions, Donor Agencies and other Consultancy Institutions.</li> </ul>

	<ul style="list-style-type: none"> <li>• To negotiate fees and other terms/conditions with clients.</li> <li>• To identify suitable consultants among Institute staff.</li> <li>• Teach in both short term and long term programmes.</li> <li>• Coordinate research and consultancy activities</li> </ul>
<b>PERSON SPECIFICATION:</b>	The holder of this position must be among the teaching staff at the rank of Lecturer and above
<b>TENURE</b>	Head of Research, Consultancy, and Publication and Postgraduate Studies Department shall hold office for a term of three years and may be re-appointed consecutively for one more term of three years.

<b>TITLE OF POSITION:</b>	HEAD OF DEPARTMENT OF COMMUNITY AND GENDER DEVELOPMENT. – 1 POST
<b>SCOPE OF THE POSITION AND ITS EXPECTED OUTPUTS:</b>	Holder of the position is responsible for all assigned administrative and academic duties in the specific department as his/her area of specialization. The outputs in this position are expected in the quality, efficient and effective delivery of services with big and value adding results with integrity and honesty.
<b>POSITION RELATIONSHIPS:</b>	Reports to: Deputy Rector – Academic, Research and Consultancy
	<ul style="list-style-type: none"> <li>• Be overall administrator of the Department and responsible to the Deputy Rector - ARC</li> <li>• Prepare and administer workload allocation plan.</li> <li>• Determine HR requirements for the Department.</li> <li>• Identify and recommend staff training needs in the Department.</li> <li>• Carry out staff performance appraisal and make recommendation(s) for career</li> </ul>

	<p>growth.</p> <ul style="list-style-type: none"> <li>• Prepare annual Departmental budget.</li> <li>• Ensure the Department is equipped with relevant and adequate facilities.</li> <li>• Initiate the development of new programmes and review existing ones.</li> <li>• Teach in both short term and long term programmes.</li> <li>• The Head of Community and Gender Development in addition to the mentioned responsibilities, shall:</li> <li>• Coordinate students' research work.</li> <li>• Prepare and administer workload allocation plan for common courses.</li> </ul>
<b>PERSON SPECIFICATION:</b>	<ul style="list-style-type: none"> <li>• The holder of this position must be among the teaching staff at the rank of Lecturer and above</li> <li>• Exemplary record of teaching, research and consultancy services.</li> <li>• Extensive knowledge and experience of Institute's systems</li> <li>• Management experience of higher learning institutions.</li> </ul>
<b>TENURE</b>	Head of Community and Gender Development shall hold office for a term of three years and may be re-appointed consecutively for one more term of three years.

<b>TITLE OF POSITION:</b>	HEAD OF PROJECT PLANNING AND MANAGEMENT DEPARTMENT – 1 POST
<b>SCOPE OF THE POSITION AND ITS EXPECTED OUTPUTS:</b>	Holder of the position is responsible for all assigned administrative and academic duties in the specific department as his/her area of specialization. The outputs in this position are expected in the quality, efficient and effective delivery of services with big and value adding results with integrity and honesty.
<b>POSITION RELATIONSHIPS:</b>	Reports to: Deputy Rector – Academic, Research and Consultancy
	<ul style="list-style-type: none"> <li>• Be overall administrator of the Department and responsible to the Deputy Rector - ARC</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare and administer workload allocation plan.</li> <li>• Determine HR requirements for the Department.</li> <li>• Identify and recommend staff training needs in the Department.</li> <li>• Carry out staff performance appraisal and make recommendation(s) for career growth.</li> <li>• Prepare annual Departmental budget.</li> <li>• Ensure the Department is equipped with relevant and adequate facilities.</li> <li>• Initiate the development of new programmes and review existing ones.</li> <li>• Teach in both short term and long term programmes.</li> <li>• The Head of Project Planning and Management Department in addition to the mentioned responsibilities, shall:</li> <li>• Coordinate students' research work.</li> <li>• Prepare and administer workload allocation plan for common courses.</li> </ul>
<b>PERSON SPECIFICATION:</b>	<ul style="list-style-type: none"> <li>• The holder of this position must be among the teaching staff at the rank of Lecturer and above</li> <li>• Exemplary record of teaching, research and consultancy services.</li> <li>• Extensive knowledge and experience of Institute's systems</li> <li>• Management experience of higher learning institutions.</li> </ul>
<b>TENURE</b>	Head of Project Planning and Management Department shall hold office for a term of three years and may be re-appointed consecutively for one more term of three years.

<b>TITLE OF POSITION:</b>	QUALITY ASSURANCE MANAGER – 1 POST
<b>SCOPE OF THE POSITION AND ITS EXPECTED OUTPUTS:</b>	Holder of the position is responsible for all assigned administrative and academic duties in the specific department as his/her area of specialization. The outputs in this position are expected in the quality, efficient and effective delivery of services with big and value

	adding results with integrity and honesty.
<b>POSITION RELATIONSHIPS:</b>	Reports to: Deputy Rector – Academic, Research and Consultancy
<b>DUTIES</b>	<ul style="list-style-type: none"> <li>• To be responsible to the Deputy Rector - ARC in respect of such matters of Quality Control and Assurance</li> <li>• To be the advisor of and assistant to the Deputy Rector - ARC in respect of such matters of the Institute Quality Control and Assurance as may be prescribed</li> <li>• To facilitate learning (by teaching) of academic programmes in the Institute</li> <li>• To be responsible for smooth running and development of Quality Control and Assurance in the Institute</li> <li>• To advise on all matters pertaining to quality control and assurance</li> <li>• To evaluate current progress of Quality Control and Assurance in the Institute and recommend future measures</li> <li>• To recommend appropriate budgets for Quality Control and Assurance</li> <li>• To establish and Coordinates the development of Quality Control and Assurance</li> <li>• To oversee Quality Control and Assurance activities of the Institute</li> <li>• To supervise work performance in the Department.</li> </ul>
<b>PERSON SPECIFICATION:</b>	<ul style="list-style-type: none"> <li>• The holder of this position must be among the teaching staff at the rank of Lecturer and above</li> <li>• Exemplary record of teaching, research and consultancy services.</li> <li>• Extensive knowledge and experience of Institute’s systems</li> <li>• Management experience of higher learning institutions.</li> </ul>
<b>TENURE</b>	Quality Assurance Manager shall hold office for a term of three years and may be re-appointed consecutively for one more term of three years.

<b>TITLE OF POSITION:</b>	COORDINATOR – 2 POST (COMMUNITY DEVELOPMENT AND GENDER DEVELOPMENT)
<b>SCOPE OF THE POSITION AND ITS EXPECTED OUTPUTS:</b>	Holder of the position is responsible for all assigned administrative and academic duties in the specific department as his/her area of specialization. The outputs in this position are expected in the quality, efficient and effective delivery of services with big and value adding results with integrity and honesty.
<b>POSITION RELATIONSHIPS:</b>	Reports to: Respective Head of Department
	<ul style="list-style-type: none"> <li>• To act as assistant to respective head of department.</li> <li>• Advise the head of department on policy matters pertaining to the Department.</li> <li>• Facilitate in equipping the department staff with relevant and adequate working tools and facilities.</li> <li>• Assist in determining HR requirements for the Department.</li> <li>• Initiate the development of new programmes and review existing ones.</li> <li>• Teach in both short term and long term programmes.</li> <li>• Coordinate all departmental teaching and training activities</li> <li>• Assist in preparing departmental annual budget</li> <li>• Assist in preparing and administering workload allocation plan for common courses.</li> </ul>
<b>PERSON SPECIFICATION:</b>	<ul style="list-style-type: none"> <li>• The holder of this position must be among the teaching staff at the rank of Assistant Lecturer and above</li> <li>• Exemplary record of teaching, research and consultancy services.</li> <li>• Extensive knowledge and experience of Institute’s systems</li> <li>• Management experience of higher learning institutions.</li> </ul>
<b>TENURE</b>	Course Co-ordinator shall hold office for a term of three years and may be re-appointed consecutively for one more term of three years.

<b>TITLE OF POSITION:</b>	COORDINATORS – 3 POST  (1 POST FOR RESEARCH AND CONSULTANCY,  1 POST FOR PUBLICATION AND 1 POST FOR POSTGRADUATE STUDIES SECTION)
<b>SCOPE OF THE POSITION AND ITS EXPECTED OUTPUTS:</b>	Holder of the position is responsible for all assigned administrative and academic duties in the specific department as his/her area of specialization. The outputs in this position are expected in the quality, efficient and effective delivery of services with big and value adding results with integrity and honesty.
<b>POSITION RELATIONSHIPS:</b>	Reports to: Respective Head of Department
	<ul style="list-style-type: none"> <li>• To act as assistant to respective head of department.</li> <li>• Advise the head of department on policy matters pertaining to the Department.</li> <li>• Facilitate in equipping the department staff with relevant and adequate working tools and facilities.</li> <li>• Assist in determining HR requirements for the Department.</li> <li>• Initiate the development of new programmes and review existing ones.</li> <li>• Teach in both short term and long term programmes.</li> <li>• Coordinate all departmental teaching and training activities</li> <li>• Assist in preparing departmental annual budget</li> <li>• Assist in preparing and administering workload allocation plan for common courses.</li> </ul>
<b>PERSON SPECIFICATION:</b>	<ul style="list-style-type: none"> <li>• The holder of this position must be among the teaching staff at the rank of Assistant Lecturer and above</li> <li>• Exemplary record of teaching, research and consultancy services.</li> <li>• Extensive knowledge and experience of Institute’s systems</li> </ul>



	<ul style="list-style-type: none"> <li>• Management experience of higher learning institutions.</li> </ul>
<b>TENURE</b>	Section Co-ordinator shall hold office for a term of three years and may be re-appointed consecutively for one more term of three years.

Application Modes:

A motivation letter attached with an updated Curriculum Vitae showing current working position, copies of relevant certified academic qualifications and trade certificates and other relevant testimonials. The application should be routed through current job supervisor to reach to the undersigned 7 days from the first appearance of this advertisement.

The Tengeru Institute of Community Development is an equal opportunity employer. Interested potential female candidates are highly encouraged to apply. Canvassing will lead to disqualification from consideration into further processing steps.

All applications should be directed to:

Rector

Tengeru Institute of Community Development

P.O. Box 1006,

**ARUSHA**