

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/93

8<sup>th</sup> November, 2024

### VACANCY ANNOUNCEMENT

#### 1.0 BACKGROUND INFORMATION

On behalf of Prime Minister's Office, Public Service Recruitment Secretariat invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill one (1) vacant post of the Executive Director of Tanzania Commission for AIDS (TACAIDS).

#### 2.0 TANZANIA COMMISSION FOR AIDS (TACAIDS)

The Tanzania Commission for AIDS (TACAIDS) is established under the Tanzania Commission for AIDS Act No.22 of 2001 as amended by the Tanzania Commission for AIDS (Amendment) Act No. 6 of 2015 herein after called the Act. The main function of TACAIDS is to coordinate the National HIV and AIDS Multi-Sectoral response in Tanzania. It is responsible for coordinating and overseeing all efforts related to HIV prevention, treatment, care, and support across the country. According to the Act, TACAIDS is an Independent Department under the Prime Minister's Office.

<b>POST</b>	<b>EXECUTIVE DIRECTOR</b>
<b>EMPLOYER</b>	<b>TANZANIA COMMISSION FOR AIDS</b>
<b>REPORTS TO</b>	<b>PERMANENT SECRETARY OF THE PRIME MINISTER'S OFFICE</b>
<b>POSITION OVERVIEW</b>	The Executive Director is responsible for the overall leadership and management of TACAIDS' performance, coordination and administrative functions. Working under the guidance of the Commission, the Executive Director defines the Commission Vision, Mission and its Strategic Plan, and is

	<p>accountable for its implementation and the results achieved. The Executive Director is appointed by the President after going through a recruitment process and must abide by the terms specified in the letter of appointment. The Executive Director is the Chief Executive and Accounting Officer of the Commission and is responsible for its day-to-day operations, providing strategic leadership, direction, and management oversight to ensure the effective implementation of the organization's mandate.</p>
<b>WORK STATION</b>	<p>The Office of the Executive Director will be based at its Headquarter in Dodoma, Tanzania.</p>
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>i. To formulate policy guidelines for the response to HIV and AIDS epidemic and management of its operationalization through the National Strategy in Mainland Tanzania;</li> <li>ii. To develop Strategic Framework for planning of all HIV and AIDS control programmes and activities within the overall National Multi-Sectoral strategy;</li> <li>iii. To foster National and International linkages among all stake holders through proper co-ordination of all HIV and AIDS prevention control programmes and activities within the overall national strategy;</li> <li>iv. To mobilize, disburse and monitor resources and ensure equitable distribution;</li> <li>v. To disseminate and share information on HIV and AIDS epidemic and its consequences in Tanzania on the programmes for its prevention and control;</li> <li>vi. To promote research, information sharing and documentation on HIV and AIDS prevention and control;</li> <li>vii. To promote high level advocacy and education on HIV and AIDS;</li> <li>viii. To monitor and evaluate all on-going HIV and AIDS activities;</li> <li>ix. To coordinate all activities related to the management of the HIV and AIDS epidemic in Tanzania as per National Multi-Sectoral Strategy;</li> <li>x. To facilitate efforts to find a cure, promote access to treatment and care, and develop vaccines;</li> <li>xi. To protect human and communal rights of people infected with and affected by HIV and AIDS in collaboration with relevant sector;</li> <li>xii. To promote positive living of people living with HIV and AIDS;</li> </ul>

	<p>xiii. To advise the government on all matters relating to HIV and AIDS prevention and control in Mainland Tanzania;</p> <p>xiv. To identify obstacles to the implementation of HIV and AIDS, prevention and control policies, programmes and ensure the implementation and attainment of programmes, activities and targets;</p> <p>xv. To supervise all activities related to the prevention and control of HIV and AIDS epidemic and in particular regarding to; health care and counselling of HIV and AIDS patients; the welfare of the orphans and other survivors of the people infected with HIV and AIDS; handling of social, economic, cultural and legal issues related to AIDS epidemic;</p> <p>xvi. Build and maintain effective partnerships with government agencies, NGOs, Donors, and other stakeholders to enhance collaboration and coordination in the HIV and AIDS response;</p> <p>xvii. Ensure compliance with relevant Laws, Regulations, and Guidelines governing the operations of TACAIDS;</p> <p>xviii. Manage the organization's Budget, resources, and financial performance to achieve optimal results and accountability;</p> <p>xix. Represent TACAIDS at National and International forums, conferences, and events to raise awareness and advocate for HIV/AIDS-related issues;</p> <p>xx. Prepare and present regular reports to the Commission and Prime Minister's Office on the Commission's performance, achievements, and challenges; and</p> <p>xxi. In collaboration with relevant sectors perform such other activities and functions relating to the prevention and control of HIV and AIDS epidemic in Mainland Tanzania as the Commission may deem necessary.</p>
<b>QUALIFICATIONS</b>	Master Degree in Public Health, HIV and AIDS or a related field from recognized institutions. Candidate Medical back ground will be an added advantage.
<b>WORK EXPERIENCE</b>	Minimum of ten (10) years of work experience in the HIV and AIDS and at least 10 years in Public Health sector Managerial position.
<b>SPECIFIC KNOWLEDGE AND EXPERIENCE</b>	<p>i. Knowledge, experience and a considerable degree of involvement in matters relating to public health, global health sector, governance, HIV and AIDS or social affairs;</p> <p>ii. The highest reputation known for his high morality, integrity, impartiality, and competence in matters of public health, HIV and AIDS and good</p>

	<p>governance;</p> <p>iii. Must have qualities of leadership, resilience, a sense of urgency, and strong interpersonal and commitment to confronting HIV/AIDS issues;</p> <p>iv. Excellent writing and communication skills in both English and Kiswahili;</p> <p>v. Capacity to handle emotionally difficult and challenging situations with tact and diplomacy; and</p> <p>vi. Ability to work effectively as a team member, as well as alone.</p>
<b>PERSONAL ATTRIBUTES</b>	<p>i. Strong inter-personal skills;</p> <p>ii. Role model of ethical standards and integrity; and</p> <p>iii. Familiarity and ease with a variety of cultures and comfort with diverse groups.</p>
<b>REQUIRED COMPETENCIES</b>	<p><b>Operational Management Skills: -</b></p> <p>i. Exceptional management skills of people, finances and systems, with a proven capacity to motivate and lead a multi-disciplinary management team with.</p> <p>ii. An ability to make sound decisions when required on organizational development, balanced by experience in constructive engagement with staff on change management processes and their value to the organization as a whole.</p> <p>iii. A facilitative approach that enables effective delivery with and through partner organizations.</p> <p>iv. A strong analytical mind and an ability to grasp the nature and direction of the Commission.</p> <p>v. Demonstrated leadership and management skills, with a track record of effectively leading and motivating teams to achieve results.</p> <p>vi. Excellent communication, negotiation, and interpersonal skills, with the ability to engage and influence diverse stakeholders.</p> <p>vii. Proven experience in strategic planning, program management, and resource mobilization; and</p> <p>viii. Knowledge of financial management, budgeting, and monitoring and evaluation processes.</p> <p><b>Advocacy and Representation Skills: -</b></p> <p>i. Public-speaking and influencing skills.</p> <p>ii. Presence, gravitas, humility and empathy in dealings with partners from a variety of backgrounds; and</p>

	iii. Understanding of and an ability to strategically lead on resource mobilization activities.
<b>AGE LIMIT</b>	Not more 45 years except for those who are in Public Service.
<b>TERMS OF EMPLOYMENT</b>	Five (5) Years Contract Renewable Upon Satisfactory Performance and within retirement age of a public servant.
<b>REMUNERATION/SALARY SCALE</b>	The Salaries, benefits and remuneration of the Executive Directors shall be paid in accordance with the government scales and public employees standards.
<b>APPLICATION TIME LINE</b>	Twenty one days (21) days from the date of the advertisement.

### 3.0 GENERAL CONDITIONS

- i. All applicants must be Tanzanian citizen.
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. Applicants must attach their certified copies of the following certificates: -
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable); and**
  - Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and Form VI results slips; and
  - Testimonials and Partial transcripts.
- vii. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
- viii. An applicant employed in the Public Service should route his application letter through his respective employer.
- ix. An applicant who is retired from the Public Service for whatever reason should not

apply.

- x. An applicant should indicate three reputable referees with their reliable contacts.
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE).
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat,  
**P.O. Box 2320, Utumishi Building-University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **28<sup>th</sup> November, 2024;**
- xv. Only shortlisted candidates will be informed the date of interview; and
- xvi. Presentation of forged certificates and other information will necessitate legal action;

**NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')**

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**