



**UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND  
TECHNOLOGY  
UNIVERSITY OF DAR ES SALAAM  
OFFICE OF THE DEPUTY VICE CHANCELLOR  
(PLANNING, FINANCE AND ADMINISTRATION)**



## **VACANCY ANNOUNCEMENT**

### **Background**

The University of Dar es Salaam (UDSM) has received funding to support its strategic development plans through the Higher Education for Economic Transformation (HEET) Project, which is supported by the Government of the United Republic of Tanzania (GoT) through the World Bank (WB). Its project Development Objective (PDO) is to strengthen the learning environment and labor market alignment of priority programs at beneficiary higher education institutions and improve the management of the higher education system. To achieve the project objectives, the University of Dar es Salaam has been allocated funds for implementation of the project activities for the period of five years starting September 2021. Infrastructure development (civil works) is among the activities which are implemented under HEET Project.

Applications are now invited from suitably qualified, dynamic, experienced and performance driven Tanzanians to fill the vacancy of **Infrastructure Development Officer**.

### **1. Job Title: Infrastructure Development Officer (2 posts)**

#### **A: Qualification and Experience**

The Infrastructure Development Officer (Applicant) must have a Bachelor degree in Civil engineering plus Master degree in Civil Engineering/Engineering Management/Construction Management or similar. The incumbent must be a registered Engineer, adequate knowledge and understanding of World Bank's Regulations and procedures and experience over at least 6 years in the field of construction management.

**B: Duty Station:** Lindi (Ngongo and Ruangwa) and Kagera campuses.

#### **C: Scope and Responsibilities**

The Infrastructure Development Officer will be responsible to:

- i. Act as the key person and/or point of contact for all construction activities including on construction site and overseeing daily operations;
- ii. Monitor and control the performance of consultants and contractors;
- iii. Provide advice on various issues raised by consultants including instructions, change of program of work and variations;
- iv. Advise on payment requests by consultants, contractors and suppliers;
- v. Enforce compliance with procedures, legal regulations and standards in all activities related to civil works;

- vi. Ensure safe working procedures and practices are undertaken in all activities in accordance with the set standards;
- vii. In collaboration with Director of Estates Services, ensure proper projects management;
- viii. Prepare and submit progress reports to the Deputy Project Coordinator;
- ix. Assist in preparing necessary documents for approval, to be presented to the approving bodies and the WB;
- x. Ensure the construction work adheres to all relevant statutory regulations, building codes, and safety standards;
- xi. Conduct regular on-site inspections to check that the consultant is supervising the work in according to the contract documents, architectural drawings, and specifications;
- xii. Monitor the quality of workmanship and materials to ensure they meet the required standards and specifications;
- xiii. Act as a liaison between the university and local authorities to ensure that the authorities provide social services for operationalization of the campuses;
- xiv. Observe construction activities and reporting any safety concerns or issues to the relevant parties;
- xv. Act as a representative of UDSM during visits made by various stakeholder to the campus;
- xvi. Update the university Management about any contemporary issues that needs intervention or consideration of management regarding development of the campus and university in general;
- xvii. Plan and coordinate different visits of the university management to the campus; and
- xviii. Perform any other duty assigned by the Deputy coordinator

#### **D: Outputs**

The Infrastructure Development Officer will be required to deliver the following outputs:

- i. Quality assurance of the contracts management deliverables as defined in the contractors and consultant contracts;
- ii. Timely periodic reporting to the University management, world Bank and Government on the status of implementation of civil works;
- iii. Timely processing of Interim Payment Certificates for payment;
- iv. Timely and accurate response to matters raised by Consultants and contractors;
- v. Technical audits reflecting effective compliance to specifications and regulatory requirements; and
- vi. Full records of all civil works documents from tender documents to contract management projects.

#### **E: Salary**

The Specialist will be paid a monthly salary of a **USD 2,000** upon certification by the Deputy Coordinator that the Specialist has delivered the required responsibilities.

## **2. TERM OF SERVICE AND SUPERVISION**

The role will be for one year contract and may be extended based on satisfactory performance as per scope and responsibilities. The Infrastructure Development Officer will be reporting to the Project Coordinator through the Deputy Coordinator.

**3. Age Limit:** 30 to 50 Years

## **4. MODE OF APPLICATION**

Application letter, CV and certified copies of Academic, Professional and Birth Certificates to be addressed to:

Deputy Vice Chancellor - Planning, Finance and Administration  
University of Dar es Salaam,  
P. O. Box 35091,  
**Dar es Salaam.**

## **5. NOTE:**

- i. Certificate from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA).
- ii. All applicants must be Citizens of Tanzania an age of 30 and not above 50 years of age.
- iii. Applicants must indicate their National Identification Numbers (NIDA Number).
- iv. Presentation of forged certificates and other information will result in disqualification and legal action.
- v. Applicants retired or terminated from public service for whatever reason should not apply.
- vi. Only shortlisted candidates will be contacted for an interview.

## **6. MODE OF SUBMISSION**

*All applications must be sent through UDSM recruitment portal by using the following address: [https://hrmis.udsm.ac.tz/hrportal/index.php/application\\_list](https://hrmis.udsm.ac.tz/hrportal/index.php/application_list) and not otherwise.*

## **DEADLINE**

The deadline for application is 7 days from the first appearance of this advertisement.

Released on  
**20<sup>th</sup> December, 2024**