



JOB OPPORTUNITY

THE SOUTHERN AFRICAN CENTRE FOR INFECTIOUS DISEASE SURVEILLANCE (SACIDS) www.sacids.org

SOKOINE UNIVERSITY OF AGRICULTURE (SUA), MOROGORO, TANZANIA

The SACIDS Secretariat and Virtual Graduate School at the Sokoine University of Agriculture (SUA), in Morogoro hereby offers the following job opportunity, thanks to grant funding by the Wellcome Trust under its African Institutions Initiative.

COURSE ADMINISTRATOR (RE-ADVERTISED)

To assist SACIDS Course Coordinators/Directors and the One Health Epidemiologist in **administrative duties** pertaining to the effective delivery of taught SACIDS Continuing Professional Development (CPD) and MSc courses as well as tracking performance records for PhD students and Postdoctoral research fellows.

The specific duties will include the following:

1. To be the primary contact person for students, tutors and visitors to the courses
2. To organise ground logistics and accommodation
3. To organise photocopies, teaching materials, etc
4. To organise course committee meetings, record minutes of meetings and follow up of meeting resolutions
5. To update on timetabling / teaching venues / staff availability / equipment status, etc.
6. To assist in record tracking of research and related activities by MSc and PhD students as well as Postdoctoral research fellows
7. To liaise between the SACIDS secretariat and course locations
8. To undertake other related duties as appropriate

Qualifications:

- A university degree, preferably in science subject, plus at least one year of relevant working experience
- Fluency in English; some understanding of French or Portuguese will be an advantage
- Good communication skills
- Ability to work effectively on minimal instructions and without close task-by-task supervision
- Experience in the administration of postgraduate programmes and students will be an advantage
- Competence in the application of office computer software. Knowledge of spreadsheets and/or database software will be an advantage
- Willingness to work long hours and to travel as may be required
- Women candidates are encouraged to apply

Salary: An attractive remuneration package will be offered depending on the qualification and experience of the successful candidate.

Duration: Annually up to three years, subject to funding

Duty station: SACIDS Secretariat at Sokoine University of Agriculture, Morogoro, Tanzania

ENQUIRIES SHOULD BE ADDRESSED TO:

The SACIDS Secretariat
e-mail: secretariat@sacids.org

APPLICATIONS SHOULD BE SUBMITTED TO:

The Deputy Vice-Chancellor (A&F)
Sokoine University of Agriculture, P.O. Box 3000, Chuo Kikuu, Morogoro, Tanzania
e-mail: applications@sacids.org

Applications should include curriculum vitae, copies of certificates and testimonials and a list of 3 referees.

Deadline: 2nd September 2010

NB: Candidates who previously responded to the advertisement of 8th July 2010 in the Daily News and The Guardian newspapers need not re-apply as their applications will be considered along with the new ones.