

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE



VACANCY ANNOUNCEMENT

30TH DECEMBER, 2024

Applications are hereby invited from qualified and experienced Tanzanians for the following vacancy post advertised by the United Nations Educational, Scientific and Cultural Organization (**UNESCO**):

1.0. Vacancy Position:

Job Post	Finance and Administrative Officer
Organization	UNESCO
Parent Sector	Sector for Administration and Management (ADM)
Job Family	Administration
Duty Station	Kingston, Jamaica
Type of contract	Fixed Term
Salary Scale	P-3
Duration of contract	Two (2) years contract, renewable with possibility of extension
Recruitment open to	Internal and external candidates
Deadline of application	Midnight Paris Time: 11 January, 2025

2.0. Submission of Applications:

Interested qualified candidates are encouraged to visit the dedicated UNESCO portal (<https://careers.unesco.org>) for further information on how to apply and submission of applications.

3.0. For the sake of official records, copies of applications should be sent to:-

Permanent Secretary,
President's Office, Public Service Management and Good Governance,
Mtumba Governance City,
Utumishi Street,
P.O. Box 670,
DODOMA or dhrd.tc@utumishi.go.tz