

THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE



21st January, 2026

VACANCY ANNOUNCEMENT

Applications are hereby invited from qualified and experienced Tanzanians to fill the following vacant position advertised by the Southern African Development Community Secretariat (**SADC**) Secretariat:

1.0. Position and Job Grade

Position: Head of Legal Remuneration
Job Grade: 3

2.0. Remuneration

The SADC Secretariat offers a competitive package for the position as outlined below:

Job Grade Average Package per Annum:
Job Grade 3: US\$114,532

3.0. Tenure of Appointment

The appointment to the position of Head of Legal shall be for a fixed term of four (4) years, renewable twice for a further period of four (4) years each, subject to:

- i. Satisfactory completion of a six (6) months' probation period;
- ii. Satisfactory performance;
- iii. Attainment of the mandatory retirement age of 60 years; and
- iv. The continued need for the position.

4.0. Eligibility

- a) *Age Limit:* The position is open to qualified applicants aged 52 years or below. This requirement is intended to ensure that successful candidate are able to serve the Organizations for a reasonable period before reaching the mandatory retirement age of 60 years.
- b) *Qualifications:* Applicants must possess at least a Master's Degree in Law from a recognized institution.

- c) *Professional Certification*: Applicants must be duly licensed or certified to practice law in any jurisdiction within a SADC Member State.
- d) Specialized knowledge:
Applicants should demonstrate;
 - i. Knowledge and understanding of International legal instruments, including Treaties, Protocols, Conventions, Charters, Pacts, etc.
 - ii. Knowledge of the SADC legal regime, laws, and constitutions of the SADC Member States.
 - iii. Proficiency in the use of computers and computer software relevant to the position.
- e) *Experience*: At least 10 years of relevant legal experience, of which five (5) years must be in senior legal or line management position in either the public or private sector.
- f) *Gender Mainstreaming*: SADC is an equal opportunity employer and strongly encourages qualified female candidates to apply.
- g) *Mainstreaming of People with Disability*: SADC is an equal opportunity employer and encourages applications from qualified persons with disabilities.

5.0. Application Requirements

Applications must be accompanied by the following documents:

- i. A cover letter clearly stating the position applied for and describing how the applicant's qualifications, experience, and competencies meet the requirements of the position.
- ii. An updated Curriculum Vitae (CV) not exceeding five (5) pages.
- iii. Certified copies of academic degrees, diplomas, and professional certificates; and
- iv. A duly completed and signed SADC Application Form.
- v. Shortlisted candidates will be required to present original evidence of their academic and professional qualifications at the time of interview.

6.0. Interviews and Selection

Only applicants who meet the requirements of the SADC Secretariat and are shortlisted will be contacted. If an applicant does not receive communication from the SADC Secretariat within two (2) months after the closing date, they should consider their application unsuccessful.

For further details regarding the position, job profiles, and the SADC Application Form, applicants are advised to visit the SADC website: www.sadc.int

7.0. Submission of Applications

All applications should be submitted to the:

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

Closing date for submission of applications should not be later than or on 30 January 2026.