



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

**24<sup>th</sup> March, 2026**

**VACANCIES ANNOUNCEMENT**

Application is hereby invited from qualified and experienced Tanzanians for the following vacancy post advertised by the Southern African Development Community Secretariat (**SADC**):

**1.0 Position and Job Grade:**

Senior Programme Officer – Water Job Grade 4

**2.0 Remuneration**

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

- i. Job Grade : Salary range per annum (US\$)
- ii. Job Grade 4: 99,643.00 – 93,097.00

**3.0. Tenure of appointment**

The term of appointment of the position of Senior Programme Officer – Water shall be for a fixed period of four (4) years, renewable twice for another period of four (4) years, subject to:

- i. Satisfactory completion of 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) Education Qualifications:* Applicants must possess at least a Master's degree in integrated water resources management or water resources engineering or Hydrogeology from a recognized institution.

c) *Specialized Knowledge*: Applicants should demonstrate knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for Water, and proficiency in the use of computers and computer software relevant to the position.

d) *Experience*: At least 10-15 years of experience in trans-boundary multi-country water resource management within a public or private sector, regional or international organization, and this includes a minimum of 4 years in a line management position.

e) *Gender Mainstreaming*: SADC is an equal opportunity employer and particularly encourages applications from female candidates.

f) *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;
- iv. A duly signed and completed SADC Application Form.
- v. Shortlisted candidates will be required to present original evidence of their academic and professional qualification 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](http://www.sadc.int).

#### **7.0. Submission of Applications**

Closing date for submission of applications should not be later than or on **03 April 2026**. 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,