



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

20th July, 2026

VACANCY ANNOUNCEMENT

The Southern African Development Community (SADC) Secretariat invites applications from qualified, competent, and experienced Tanzanians for the following regional position within the Secretariat:

1. Position and Job Grade

- i. Executive Director (SADC Humanitarian and Emergency Operations – SHOC)
- (Job Grade 2)

2. Remuneration

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

Job Grade Salary Range Per Annum (US\$)

- i. Job Grade 4 - US\$ 138,450.80 - 154,176.70

3. Tenure of Appointment

The term of appointment of the Executive Director – SHOC, shall be a fixed period of four (4) years, renewable once for another period of four (4) years, subject to:

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

4. Eligibility

- a) *The positions are open to qualified applicants who are from the SHOC Member States;*
- b) *Gender Mainstreaming:* SADC is an equal opportunity employer and particularly encourages applications from female candidates; and
- c) *Mainstreaming of People with Disability:* SADC is an equal opportunity employer and particularly encourages and promotes employment for people with disabilities.

5. 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. Interviews and Selection

Only applicants who meet the requirements of the SADC Secretariat and being considered for an interview, will be contacted. Should not hear from the SADC Secretariat within two (2) months after the closing date, kindly consider your application unsuccessful. For further details regarding the position, job profiles, and the SADC application Form, visit the SADC website: www.sadc.int.

7. Submission of Applications

Closing date for submission of applications should not be later than or on **5th August, 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,
DODOMA or through email: ***dhrd.tc@utumishi.go.tz***