THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

PUBLIC SERVICE MANAGEMENT AND GOOD GOVERNANCE

23rd November, 2026

VACANCIES ANNOUNCEMENT

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

1. Position	**Job Grade**
i. Senior Officer – Policy and Strategy	4
ii. Controller of Treasury and Budget	4
iii. Controller of Accounting Services	4
iv. Legal Counsel	6

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$ 93,097.00 - 99,643.00
ii. Job Grade 6 - US$ 72,589.00 - 77,084.20

3. Tenure of Appointment

The term of appointment for positions shall be on a fixed-term contract for 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. 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) Gender Mainstreaming: SADC is an equal opportunity employer and particularly encourages applications from female candidates.

c) Mainstreaming of People with Disability: SADC is an equal opportunity employer and encourages applications from qualified persons 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; and
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 shortlisted will be contacted. If an applicant will 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, visit the SADC website: www.sadc.int.

7. Submission of Applications

Closing date for submission of applications should not be later than or on **05 December 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***