



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

10 September, 2026

VACANCY 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 Programme Officer – Energy-	4
ii. Finance Officer-Grants/ Contracts & Projects	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	-	93,097.00 - 99,643.00
ii. Job Grade 6	-	72,589.00 - 77,084.20

3. Tenure of Appointment

The term of appointment of the positions shall be for a fixed-term contract 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. Retirement age limit 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 based on the SADC's need to recruit staff who can serve for a reasonable period of time 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 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. Not more than five (5) pages of updated curriculum vitae;
- iii. Certified copies of academic 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 being considered for an interview, will be contacted. If an applicant will not receive communication from the SADC Secretariat within three (3) months of the closing date, they should consider their application unsuccessful. For further details on the position that you want to apply for, job profiles, and SADC Application Form, visit the SADC Website: www.sadc.int

7. Submission of Applications

All applications must be submitted **not later than or on 17th September 2026** to the following address:

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