



THE ECONOMIC AND SOCIAL RESEARCH FOUNDATION

EMPLOYMENT OPPORTUNITIES

The Economic and Social Research Foundation (ESRF) was established in 1994. Its primary objective is to strengthen capabilities in policy analysis and development management. A Board of Trustees, whose members are drawn from the public service, the private sector, civil society and internationally recognized specialists on economic and social policy research, manages the Foundation.

The key themes or core research areas at ESRF are compliant to the Tanzania Development Vision 2025 and East African Community Development Strategies. The themes covered by ESRF are: Growth and Poverty Reduction, Natural Resource Management and Environment Social Cultural Dimensions for growth, Governance, Globalization and regional integration.

The Foundation promotes public understanding of economic and social conditions as well as public policy issues. It carries out policy research, capacity building and promotes dialogue on policy issues by engaging both public and private sector stakeholders through online and offline discussions. It also widely disseminates the results of research and discussions through publications and posting on its websites: <http://www.esrftz.org>, www.tzonline.org and www.taknet.or.tz.

Given the increased demand to research and articulate various policy and strategic issues, ESRF seeks to recruit experienced, competent, self-motivated and dynamic Tanzanians for the following position.

DATABASE/RECORD MANAGEMENT OFFICER(1 post)

Required Qualifications and Experience

A Degree or Diploma in records and database management with at least 2years experience.

Duties and Responsibilities

- Document upload and posting on website.
- Preparing PowerPoint
- Formatting Proposals.
- Scanning Documents.
- Keeping Physical and Electronic records.
- Data entry
- Updating websites and database
- Capturing and editing content
- Content and database management.
- Conversion of Word Docs to PDF Doc and vice versa.

- Secretarial duties
- Carries out other duties as may be assigned to him/her by superiors from time to time.

Salary: Attractive salary and fee as per ESRF salary scheme.

You can also send electronic copies of your application to ed@esrf.or.tz, and copy to jbadi@esrf.or.tz

Once you have been awarded the opportunity after the interview, you will be required to report for duty on or before February 15th, 2013.

Deadline:

Applications should reach the Foundation on or before **31st^h January 2013**

How to apply:

ESRF is an equal opportunity employer. Send your application with the job application Ref. marked on the envelop, a detailed CV, certified copies of your certificates and transcripts, your telephone number, email and three referees with their emails, postal addresses and telephone numbers to:

**The Executive Director,
Economic and Social Research Foundation,
P. O. Box 31226,
51 Uporoto Street (Off Ali Hassan Mwinyi Road),
Ursino Estates,
DAR ES SALAAM.**