

20 OCTOBER, 2025

**SOKOINE UNIVERSITY OF AGRICULTURE  
MOROGORO**



**JOB ADVERTISEMENT**

**Position: PROJECT ASSISTANT (One Post)**

The TAGDev 2.0 program through its Agri-food Systems and Entrepreneurship Development in rice and horticulture Value Chain(s) in Tanzania (AGRIFOSE-RIH) project at SUA is seeking to recruit a suitable qualified Tanzanian to serve as project Assistant. This is a full-time position related to supporting the research team on administration and implementation of project activities.

**QUALIFICATIONS:**

- i. Holder of a Bachelor's degree in fields related to Agriculture, Agronomy, Agricultural extension, Agricultural Economics and Agribusiness, Irrigation Engineering or Agricultural Engineering obtained from a recognized institution;
- ii. Applicants must have sufficient knowledge and skills in computer operations/use.
- iii. Good communication skills (oral and written, in English and Kiswahili) with strong interpersonal skills and leadership qualities
- iv. Experience in project management or field project assistantship in agricultural value chain will be an added advantage.

**ROLES AND RESPONSIBILITIES:**

- Carry out day-to-day project activities including communications, project meetings, pl monitoring project activities as in the project plan
- Conduct field research activities such as field data missions, data collection, and stakeholders workshops
- Prepare various project reports for various stakeholders
- Provide support and create balance in the time and scope of executing tasks under the direct supervision of the Project team;
- Carry out administrative duties including records and information management, sorting, filing and sending out project files to the right personnel, workers, and stakeholders;
- Perform any other related duties as may be assigned by the supervisor.

**AGE:** Between 18 and 35 years of age at the time of application

**DURATION:**

This is a Two-year contract, renewable subject to impressive performance and availability of resources.

**DUTY STATION:** College of Agriculture/DUS, Sokoine University of Agriculture, Morogoro

**SALARY: PUS (personal)**

**HOW TO APPLY:**

Application letter(s) should be addressed to the **DEPUTY VICE CHANCELLOR (PLANNING, FINANCE AND ADMINISTRATION), P. O. BOX 3000, CHUO KIKUU MOROGORO** and accompanied with up-to-date Curriculum Vitae (CV), referees with their reliable contacts, together with certified copies of academic certificates, academic transcript and all credentials i.e. Form Four, Form Six, University, Birth Certificate, and other testimonials like the National Identity Card. Application packages (the application letter with all attachments) should reach Deputy Vice Chancellor (Planning, Finance And Administration) via email: [dvcadminfin@sua.ac.tz](mailto:dvcadminfin@sua.ac.tz) and copy to Director, Directorate of Undergraduate studies [dus@sua.ac.tz](mailto:dus@sua.ac.tz) and College of Agriculture [coa@sua.ac.tz](mailto:coa@sua.ac.tz) not later than **ONE** week from the date of this advertisement. **Applicants should only submit their applications electronically.** Female applicants are highly encouraged to apply.