



The United Republic of Tanzania

Prime Minister's Office

The National Economic Empowerment Council



CALL FOR VOLUNTEERS

1. Background

The National Economic Empowerment Council (NEEC) is a Government Institution constituted under the Prime Minister's Office (PMO) with the mandate to guide, coordinate, monitor and facilitate the national economic empowerment initiatives in Tanzania. The Council is established under Section 4 of the National Economic Empowerment Act, 2004. In line with its commitment to developing young professionals and enhancing practical skills among graduates, the Council invites qualified, motivated and dynamic Tanzanian graduates to apply for volunteering Opportunities in the following areas;

1.1 Information, Education and Communication	1 Vacancy
1.2 Economist	1 Vacancy
1.3 Statistician	1 Vacancy
1.4 Records Management Assistant	1 Vacancy

2. Qualifications Requirements

Applicants must meet the following qualifications for each position;

2.1 Information, Education and Communication

- 2.1.1 Holder of Bachelor Degree in one of the following fields; Mass Communication, Public Relations, Advertising, Journalism, Marketing, Business Administration majoring in marketing or equivalent qualifications from recognised Institution.
- 2.1.2 Good communication skills
- 2.1.3 Computer skills

Nzuguni – Nanenane Grounds, Plot No.2, "A", Kondo Road P.O.Box 792, Dodoma,
Phone : +255 26 2962561/2, e-mail : neec@uwezes haji.go.tz
Website : www.uwezes haji.go.tz / <https://miradi.uwezes haji.go.tz>

2.2 Economist

2.2.1 Holder of Bachelor Degree in one of the following fields: Economics, Statistics, Agricultural Economics and Agribusiness or equivalent qualification from recognised institution.

2.2.2 Computer Skills

2.3 Stastician

2.3.1 Holder of Bachelor Degree in one of the following fields: Statistics, Mathematics, Biometry, Biostatistics or equivalent qualifications from recognized Institution.

2.3.2 Computer Skills

2.4 Records Managemet Assistant

2.4.1 Holder of Form IV or VI Certificates with Diploma or NTA level 6 in one of the following fields: Records Management, Records and Archives Management, Corporate Information Management, or equivalent qualifications from a recognized Institution.

2.4.2 Good Communication Skills

2.4.3 Computer Skills

3.Working Station

Working station shall be **Dodoma**

4.General Conditions

4.1 Applicants must be Tanzanian; graduate between 2021 to 2025;

4.2 People with disability are encouraged to apply;

4.3 Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address, e-mail and telephone numbers;

4.4 Applicants should indicate three reputable referees; one referee must be from the Academic Institution where he/she graduated;

4.5 The maximum period for individual program is one year period, renewable depending on needs;

4.6 Applicants must attach their certified copies of the following certificates;

- 4.6.1 Degree and respective Transcripts
- 4.6.2 Diploma/Certificate
- 4.6.3 Form IV and or VI National Examination Certificates
- 4.6.4 Birth Certificate or National Identity Card
- 4.7 Attaching copies of the following certificates is strictly not accepted;
 - 4.7.1 Form IV and form VI Results Slips; and
 - 4.7.2 Testimonies and Partial transcripts.
- 4.8 Certificates from foreign examination bodies should be verified by the relevant authorities (TCU, NACTE or NECTA);
- 4.9 Presentation of forged certificates and other information is prohibited otherwise it will result into disqualification and legal action;
- 4.10 Applicants must attach a letter of endorsement from a Local Government Chairperson or Executive Officer confirming your place of residence.
- 4.11 Applicants must attach a brief paper stating the reasons for the need of volunteer job and the expectations after a year;
- 4.12 Only qualified candidates will be contacted for interview;
- 4.13 Successful and accepted volunteers shall not be paid salaries or any remuneration attached to salaries instead they will be assisted with some amount of money to cover for transport and lunch expenses;
- 4.14 Volunteer job is not a guarantee for employment at NEEC. In case there is employment opportunities at NEEC or elsewhere, volunteers shall follow the laid down employment procedures as will be stipulated;
- 4.15 Applicants should indicate the position for which they apply; and
- 4.16 Application letters must be handwritten in English.

5. Mode of Application

- 5.1 Interested candidates should submit the following;
 - 5.1.1 Signed Application letter
 - 5.1.2 Curriculum Vitae (CV)
 - 5.1.3 Copies of certified academic certificates and transcripts
 - 5.1.4 Copy of National ID or NIDA number

Application should be addressed to;

Nzuguni – Nanenane Grounds, Plot No.2, "A", Kondoa Road P.O.Box 792, Dodoma,
Phone : +255 26 2962561/2, e-mail : nec@uwezes haji.go.tz
Website : www.uwezes haji.go.tz / <https://miradi.uwezes haji.go.tz>

Executive Secretary,
National Economic Empowerment Council (NEEC)
P.O.Box 792,
DODOMA.

6. Application Deadline

The deadline for submitting applications is **25th August, 2026**

Released by;

Executive Secretary

National Economic Empowerment Council (NEEC)-Dodoma



Mr. Gwakisa A. Bapala

Ag; **EXECUTIVE SECRETARY**