



1. Job title: Administrative Assistant

Location: Tanzania

Reports to: Administrative Officer

Duration: 12 months (with possible extension)

Special requirements: The right to live and work in Tanzania. Fluency in English and Swahili.

Closing date: 30 April 2022

Context:

BBC Media Action is the BBC's international development organisation, and we believe in the power of media and communication for good. We work in more than 20 countries around the world, supporting the independent media essential to democracy and development. Last year, our projects and programmes reach 130 million people facing poverty, inequality, and insecurity with information they can trust, helping to improve health, bridge divides, challenge prejudice, and save and change lives. We follow the editorial standards and values of the BBC, but we rely on funding from donors and partners to carry out our work.

Job purpose:

Responsible for supporting all aspects of office administration and logistics functions of the BBC Media Action office in Tanzania.

Main duties:

1. **Administrative:** Assist in ensuring the smooth running of the administration of the BBC Media Action office, including:
 - Assist in processing vendor payments timely.
 - Organise travel logistics for staff and visitors.
 - Maintain trustworthy relationships with service providers, visitors, and staff.
 - Assist in getting quotations on various procurements.
 - Identification of non-functioning equipment and preparing reports on repair needs.
 - Receive, disseminate, and file all office correspondence.
 - Provide support in management and allocation of office vehicles for staff and visitors.

2. **Asset management:** Ensure accurate record keeping for assets, equipment, and inventory for the office, including:
 - Management of inventory system and submitting records to the line manager.
 - Issuing equipment, stationery and consumables with proper record keeping.
 - Assist with storing and tracking of office equipment given to staff and visitors.
 - Updating and maintaining office supplies inventory by checking stock to determine inventory level, receiving goods / service and verifying receipts of supplies.

3. **Human resources:** Perform HR duties including:
 - Process IDs and business cards for new and existing staff.
 - Prepare contracts for freelancers/consultants and interns.

- Update the phone tree on a monthly basis and circulate to employees.
- Prepare and submit documents to the government offices and follow up for obtaining and/or renewal of all work and resident permits for expatriates. Also preparing invitation letters for business visa applications.

4. Safeguarding

- Report any Safeguarding concerns immediately, either to the Country Director, or using the Whistleblowing Policy.
- Understand and comply with the Safeguarding policy and the staff Code of Conduct.
- Participate in relevant mandatory training on Safeguarding and Respect at Work.

Required skills, knowledge and experience:

- A university degree in administration, procurement management or any other social science related degree.
- Proven experience in managing logistics, assets and administrative functions for at least 3 years.
- Excellent time management skills, ability to multi-task and prioritize work.
- Fluency in English and Swahili.
- Good interpersonal skills to establish effective working relationships with all staff within BBC Media Action and key stakeholders externally.
- Able to communicate effectively at all levels within the organisation, including relevant staff working for the BBC in the UK.
- Proficient in Microsoft Office.
- Willingness and ability to take the initiative not only in identifying problems but also in suggesting and implementing solutions.

- An eye for detail and a concern for accuracy, together with the ability to keep sight of the broader picture.

2. Job title: IT officer

Location: Tanzania

Reports to: Operations Manager, Tanzania

Duration: 12 months (with possible extension)

Special requirements: The right to live and work in Tanzania.

Closing date: 30 April 2022

Job purpose:

To provide overall IT support to BBC Media Action in the Tanzania office.

Main duties:

The IT Officer is expected to:

- Manage the deployment, monitoring, maintenance, development, upgrade, and support of all current IT systems, including: LAN and wi-fi connectivity, PCs, operating systems, software applications and peripherals.
- Administer/manage total network, core and distribution switch, routing and firewall.
- Manage storage system (SAN or NAS Drives).
- Management of IP PBX (telephony exchange).
- Manage local conferencing systems (video/audio).

- Ensure server management (including backup, security etc.) is done effectively.
- Administer antivirus alerts and take necessary action when required.
- Inventory and asset management for all IT equipment including licenses.
- User related administration and configurations as required, e.g., AD account, email, O365, printing, devices, maintenance and troubleshooting.
- Liaise with GITOs, UK IT and local IT officers as required for IT support, collaborations, training etc.
- Data centre power management.
- Local technology projects (online projects, upgrades etc).
- Purchase and vendor management.
- Manage access control system.
- Smart phone configuration.
- User support and training on different Media Action systems like Office 365, SharePoint, MS Teams, Outlook etc.
- Configuring and supporting any bespoke organisational systems, (finance system – Access Dimensions, etc).
- Service desk management for the office: manage BBC Media Action ticketing system for the country office: Create ticket(s); respond to ticket(s); act on the issues and provide solutions; or escalate as required; resolve the call when solution is achieved.
- Maintenance of broadcast technology systems (studio, edit facilities).
- Asset management e.g. recording, auditing, reporting etc.
- Participation in weekly global IT meetings, monthly training etc.

- Providing ICT training to local staff.
- Actively involved in local and global ICT related projects.
- Understand and comply with BBC Media Action's Safeguarding Policy and the staff Code of Conduct.
- Participate in relevant mandatory training on safeguarding and respect at work.
- Report any safeguarding concerns immediately, either to the Country Director, or using the Whistleblowing Policy.

Required skills, knowledge, and experience:

- A Bachelor's degree in computer science or equivalent education and experience.
- Recent IT experience, including experience in a multi-office environment. Experience in working with non-profits and/or membership organisations preferred.
- Demonstrated ability to work with the senior management team of an organisation, and to manage multiple concurrent projects.
- Excellent verbal and written communication skills.
- Strong project management, organisational and time management skills.
- Excellent problem-solving, analytical, and evaluative skills.
- Proactiveness and research oriented.
- Attention to detail.

HOW TO APPLY

Interested qualified candidates should submit their CV with cover letter (in English, PDF or Microsoft Word format) which outlines their experience and suitability for the role by email to: recruitment@tz.bbcmediaaction.org

Please include the title of the position applied for in the subject line and send by **5pm on 30 April 2022**.

Only applicants with separate cover letter will be considered. Please do not send certificates or other attachments. Only shortlisted candidates will be notified.

The role may involve working with groups of vulnerable children and adults. For the successful candidate, mandatory training will be provided on BBC Media Action's safeguarding policy and staff code of conduct. A police background check may form part of the recruitment process. BBC Media Action operates a zero-tolerance policy concerning all forms of abuse and exploitation of vulnerable people.

BBC Media Action has zero tolerance for fraud and exploitation. If you have any concerns, please share with us through whistleblower@tz.bbcmediaaction.org.