



## **1. Position Title: Community Liaison Assistant**

**Announcement Number:** Dar es Salaam 2022-044

**Hiring Agency:** Embassy Dar Es Salaam

**Open Period:** 05/26/2022 - 06/09/2022

**Vacancy Time Zone:** GMT+3

**Series/Grade:** LE - 0105 7

**Salary:** TZS TSh29,568,947

**Work Schedule:** Full-time - 40 hours per week

**Promotion Potential:** LE-7

**Duty Location(s):** 1 Vacancy in Dar Es Salaam, TZ

### **Summary:**

Summary: The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of Community Liaison Assistant in the Community Liaison Section.

### **Duties**

The incumbent assists the Community Liaison Office Coordinator(s) (CLO) in developing and maintaining key contacts and managing information that benefit the morale and welfare of the entire mission. Serves as a main point of contact for all

CLO-organized activities within the Embassy, around the country and throughout the region. CLO Assistant will assist CLO in promoting and implementing cross-cultural activities, providing expert advice on Tanzanian culture and language to the mission staff and their family members, maintain CLO daily operations and yearly reports, and assist in all CLO trips and social functions.

**Major Duties and Responsibilities (Include % of time spent for each duty; percentage totals must equal 100%.)**

**Event Coordination 40%**

The CLO Assistant aides the CLO(s) in development, implementation, and administration of all cultural and social activities hosted by the Community Liaison Office (Fall Newcomers' Orientation, US Embassy Halloween Party, CLO trips, etc.) Acts as the liaison between the mission and members of the host government or cultural and social organizations participating in or hosting events for the benefit of our community. Assists the CLO in implementing and executing all events organized through the CLO, including researching and negotiating special offers, resolving potential problems and overseeing aspects of actual trips or functions. Attends and works major US Mission Dar community events.

**Administration 30%**

Maintains working relationship with all Embassy sections, the FSN Association, and other interest or community organizations within the Mission. Serves as liaison between CLO and GSO warehouse FSN staff for event support and with local vendors including printing houses, publishers, nurseries, travel agents, etc. for CLO-related activities.

**Communication and Resource Management 20%**

Works closely with CLO in information, media, and general office management. Prepares welcome packages for new officers and visitors, maintains check-in and briefing information for new officers, orders supplies, and processes vehicle and supplies requests. Helps design and distribute posters and flyers, and compiles and broadcasts announcements and newsletters.

**Reporting and Data Management 10%**

Manages regular reports mandated by offices such as Family Liaison Office (FLO), Overseas Briefing Center (OBC), and the

Office of Overseas Schools (OOS). Updates procedures and helps collect data for yearly reports including, but not limited to: CLO Activity Report, Family Member Employment Report (FAMER), Overseas Childcare Report, Office of Overseas School Summary Report, and the Post Info To Go (PITG).

**Note:** This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

### **Qualifications and Evaluations**

#### **Requirements:**

**Experience:** Minimum of two years of experience in event planning and management is required.

#### **Education Requirements:**

**Education:** Two years of College/University studies is required.

#### **Evaluations:**

**Language:** Fluent (written/spoken, including ability to translate.) in **English** is required and Good working knowledge (written & spoken) in **Kiswahili** is required. ***"This may be tested"***

**SKILLS AND ABILITIES:** Computer Skills (Word, Excel, Teams) and newsletter editing/layout (Publisher, InDesign) Required.

#### **Required Documents:**

To qualify based on education, you **MUST** submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

#### **All Applicants:**

- Two years of College/University studies is required - certificate
- College/University transcript
- Proof of citizenship (Passport or Voters card)
- **Mandatory - Copy of National Identification Card (NIDA)**
- Other Document
- Other Document 2

## [APPLY HERE \(CLICK HERE\)](#)

### **2. Position Title: Public Health Administrative Management Assistant (Program Assistant)**

**Announcement Number:** Dar es Salaam-2022-046

**Hiring Agency:** Embassy Dar Es Salaam

**Open Period:** 05/27/2022 - 06/10/2022

**Vacancy Time Zone:** GMT+3

**Series/Grade:** LE - 0540 7

**Salary:** TZS TSh29,568,947

**Work Schedule:** Full-time - 40 hours per week

**Promotion Potential:** LE-7

**Duty Location(s):** 2 Vacancy in Dar Es Salaam, TZ

#### **Summary:**

**Summary:** The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of Public Health Administrative Management Assistant (Program Assistant) in the Centers for Disease Controls Section.

#### **Duties**

##### **BASIC FUNCTION OF POSITION**

Under the supervision of the Associate Director for programs, incumbent provides support on a variety of technical and operational issues to assist the assigned branches effectively manage their activities. Job holder helps with the planning, implementing, monitoring, and reporting of branch activities, and report tracking, meeting coordination, and various other responsibilities that support the functioning of the teams. Incumbent is responsible for a full range of programmatic and administrative duties to support branch activities including drafting and editing documents (including developing charts, tables and graphs), maintaining spreadsheets, attending meetings, liaising with implementing partners etc., Job holder supports two or more of the following branches, Care & Treatment (C&T), Strategic Information (SI), Prevention, Science & Surveillance, Lab and Health Systems Strengthening (HSS) Branches. Position manages electronic

and hard copy filing systems for the programmatic branches and provides data entry support for program reports, partner information and tracking within the branches. Job holder also gives frequent guidance to the CDC administrative staff.

## **MAJOR DUTIES AND RESPONSIBILITIES % OF TIME**

**Program and Project Support 50%** The incumbent works with team members to compile technical information or data to assist the branch to meet electronic reporting requirements (incl. SAPR (Semi Annual progress report), APR (Annual Progress Report), ER (Expenditures Report) etc.).

**Management Support 30%** Participate in the review, annual work plans and financial reports of Implementing Partners (IPs) to ensure technical soundness and responsiveness to Mission strategies and guidelines. Reviews and edits branch documents for correctness, records and tracks documents submitted and/or due for submissions, and follows up with staff and/or implementing partners on the status of required submissions.

**Administrative Support 20%** Jobholder provides technical input in coordinating the administrative aspects of related strategy development, specifically related to program monitoring. Incumbent actively participates in the coordination of evaluations and provides expert administrative support to various units and teams to ensure that internal goals, standards, and timelines are maintained.

**Note:** This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

## **Qualifications and Evaluations**

### **Requirements:**

**Experience:** Minimum of four years' work experience in program assistance or office administration, as well as prior experience in the collection, analyses and presentation of information is required.

### **Education Requirements:**

**Education:** Bachelor's Degree in Business Administration, Health Management, Public Administration, Economics, or Sociology is required.

### **Evaluations:**

**Language:** Fluency (reading, speaking, and writing) in **English** is required and Fluency (reading, speaking, and writing) in **Kiswahili** is required. ***"This may be tested"***

**Skills and Abilities:** Computer Skills (Word processing spreadsheets and office software is required).

**Required Documents:**

To qualify based on education, you **MUST** submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

**All Applicants:**

- Bachelor's Degree in Business Administration, Health Management, Public Administration, Economics, or Sociology is required.
- Transcript
- Proof of Citizenship (Passport or Voters Card)
- **Copy of National Identification card (NIDA) - Mandatory**
- Other Document
- Other Document 2

**[APPLY HERE \(CLICK HERE\)](#)**