

EMPLOYMENT OPPORTUNITY

Office Manager

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives.

BACKUP health is mandated to support governmental and civil society partners to leverage funding from global (health) financing mechanisms for the strengthening of their health systems. To achieve this goal, the project will collaborate with partners in nine focus countries (Cameroon, the Democratic Republic of the Congo, Kyrgyzstan, Malawi, Mozambique, Nigeria, Tanzania, Uganda, Zimbabwe) primarily on three main areas:

- Strengthening national coordination of global health financing
- Strengthening national health systems
- Improving the management of health services at the decentralized level particularly with regard to the integration of globally financed programmes

Participation by civil society, key and vulnerable populations, human rights and gender equality are critical factors for programme success and serve as cross-cutting topics for the project.

BACKUP Health is looking to fill the position of Office Manager

Duty Station: Dar es Salaam

Terms of the Contract: Fixed term contract:

Responsibilities and Tasks:

- ensuring the team lead's office is professionally managed
- supporting the team lead in the professional management of correspondence, appointments and calendar organization.
- managing incoming and outgoing correspondence
- organising administrative and logistical aspects of project activities (meetings, workshops etc.) in collaboration with other GIZ projects and offices
- Information and knowledge management with the document management system (DMS), MS Teams, OneNote and the other Integrated Digital Applications.
- Preparation of minutes and support the preparation of presentations.
- Ensuring that travel management is professionally organized.
- Optimization of existing work processes in the office
- Monitoring the availability of office supplies and equipment and carries out procurement in accordance with guidelines
- Supporting the finance officer in maintaining project inventory system and filing.
- Regularly coordinate with finance officer in order to provide support and take up tasks.
- Translate texts from German to English and vice versa.
- Other duties and tasks at the request by the BACKUP / GIZ management

Required Qualifications, Competences and Experiences

- University degree in office management/administration or similar area
- At least 3 years' professional experience in a comparable position
- Excellent working knowledge of ITC technologies and computer applications (MS Office)
- Excellent management and organization skills
- **Essential: Business English; Demonstrated native or highly advanced German reading writing and speaking skills.**

Application:

Interested candidates are requested to submit their application online via the [Link to Job Description](#).

Please use the subject line “**Office Manager**” Closing date for submission: **11.06.2022**

Only shortlisted candidates will be contacted.

GIZ Tanzania is an equal opportunities employer and encourages applications from all qualified and eligible candidates regardless of their gender, origin, religion/belief, disability, or any other minority group.