

Job Title: Receptionist/ Secretary

Job purpose:

A Receptionist of ZLS is responsible for various administrative tasks, such as greeting visitors, answering telephones, taking messages, scheduling appointments, filing and maintaining documents, providing information to various people, making travel arrangements, and running errands.

Key Duties and Responsibilities :

- Provide customer support by answering the phone and replying to emails in a timely manner
- Provide administrative support via phone or email.
- Maintain the office and keep all the office equipment in check.
- Responsible for maintaining office security and communicating
- Manage calendars by scheduling important meetings.
- Arranging travel and accommodation, and so on.
- Perform other clerical receptionist duties such as photocopying, transcribing, filing, keeping records of office expenses, sorting and distributing paperwork, and so on.

Knowledge, Skills, and Abilities:

- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks.

Qualifications:

- 2/ 3 years of reception or administrative working experience.
- Formal qualification in office administration, secretarial work, or related training.
- Qualification Certificate/ Diploma or a Degree.
- Prior experience as a legal receptionist will be advantageous.
- Familiarity with legal terms, legal documents, and filing.
- Excellent written and verbal communication skills.
- Extensive experience working with word processing, spreadsheets, printers, copiers, scanners, faxes, and appointment scheduling and call forwarding systems.

Application procedure :

The application should be submitted to info@zls.or.tz the deadline for receiving applications is on the **24th June 2022** along with a cover letter, curriculum vitae, a recent colored photograph, certified academic transcripts and three traceable professional references.

NB. Only shortlisted candidates will be contacted.

Job Title: Office Administration

Job purpose:

An office administrator is responsible for ensuring office environments run efficiently this completes clerical and administrative tasks for an office. Their main duties include welcoming and directing visitors, coordinating meetings and appointments and performing clerical tasks, like answering phones and responding to emails and more.

Key Duties and Responsibilities :

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

Knowledge, Skills, and Abilities:

- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Able to handle confidential information.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.

Qualifications:

- High school diploma or a bachelor's degree in business, administration, or a related field.
- At least 2 or more years' as an office administrator.
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook, and Access).

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Job Title: Chief Executive Officer (CEO)

Reports To:

Job purpose:

The CEO is responsible for the day-to-day operations of the Secretariat. The CEO is in charge of building and modeling a great company culture, provide inspired leadership to the executive team, and establish a great working relationship with the Executive Council. S/he is responsible for setting a course for the Society's strategy, building a strong cooperate image of the organization, building networks and strategic alliance with other players to ensure achievement and enhancement of the society's mission.

Key Duties and Responsibilities :

- Oversee day-to-day operation of the Secretariat.
 - Provide inspired leadership company wide.
 - Make high-level decisions about policy and strategy in consultation with the Executive Council.
 - Create an environment that promotes great performance and positive morale at the Secretariat.
 - Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission.
 - Ensuring that the Secretariat serves the needs and interests of the ZLS membership pursuant to the ZLS Mission statement and the society's regulations and as directed by the Executive Concil.
 - Ensuring that the programs, activities, and services of the Society directly benefit the members and their professional well-being. To this end, the CEO is responsible that members' problems, issues, and needs are identified, that appropriate programs are developed and operated, and that the necessary resources are available and utilized.
 - Building networks, partnerships, and strategic alliances with other players to ensure achievement and enhancement of the organization's mission.
 - Build trust relations with key partners and stakeholders and act as a point of contact for all stakeholders.
 - Building a strong corporate image of the organization and maintaining a healthy and productive relationship with all stakeholders.
 - Ensure timely reporting to the Executive Council and keep them fully informed of all important influencing factors affecting the Society.
 - Assist the Honorary Secretary in setting agenda of council meetings and record minutes.
 - Execute all decisions of Council in a timely manner.
- Overseeing the company's fiscal activity, including budgeting, reporting, and auditing process for approval of the Executive Council.
- Preparation and submission of monthly, quarterly and annual financial and narrative progress reports on the activities and programs of the society to the Executive council.
- Ensure implementation of operational policies and a strategic plan
 - Regular updating of operational manuals and other regulations for the effective management of the Society.
 - Fundraising and resource mobilization.
 - Representing the society at various for a, such as meetings, workshops, conferences.
 - Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
 - Any other lawful duties as may be assigned by the Executive Council from time to time.

Knowledge, Skills, and Abilities:

- Experience in developing profitable strategies and implementing vision
- Strong understanding of corporate finance and performance management principles
- Familiarity with diverse organizational functions such as HR, Litigation, Marketing, PR, finance etc.
- In-depth knowledge of corporate governance and general management best practices
- Employee development and performance management skills
- Ability to develop and deliver presentations.
- Demonstrated ability to fundraise and manage donors
- Demonstrated ability to successfully manage a large corporate or centralized institutional legal office.
- Skill in budget preparation and fiscal management.
- Outstanding organizational and leadership skills
- Excellent problem-solving skills and attention to detail.
- Excellent communication and public speaking skills
- Good analytical skills-Ability to research, analyze and interpret complex information and produce clear verbal and written reports.
- Knowledge and experience of financial responsibility for a budget, including knowledge of accounting guidelines, end of year accounts and external liaison with auditors.

Qualifications:

- A degree in Law or Business Administration from a reputable university
- Master's degree in Law or Business Administration will be an added advantage
- Between 35 and 45 years of age.
- Computer Skills: extensive knowledge of Microsoft applications/window office package is a must.
- At least 5 years managerial experience in a reputable organization directly related to the duties and responsibilities specified.
- Working experience with donor funded organizations is desired.
- Proven leadership experience

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Job Title: Project Coordinator

Job purpose:

Project Coordinator is responsible to assisting the project managers teams with the coordination of resources, equipment, meetings, and information.

Key Duties and Responsibilities :

- Assisting and supporting the project manager.
- Designing and controlling the project schedule.
- Preparing presentations to update senior management on the project's progress and showcase the project's value.
- Delegating tasks to team members.
- Tracking and communicating project risks and opportunities.
- Looking for ways to increase the project's profitability and reduce expenses where possible.
- Ensuring deadlines are met.
- Organising and attending stakeholder meetings.
- Providing administrative support.
- Organising project team meetings and recording minutes.

Knowledge, Skills, and Abilities:

- Solid technical background, with understanding or hands-on experience in software development and web technologies
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office
- Knowledge of file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.

Qualifications:

- Great educational background, preferably in the fields of computer science or engineering for technical project managers.
- Proven working experience as a project administrator in the information technology sector
- Diploma / Bachelor's degree in business administration, or a related field.
- At least 2 or more years' as an office administrator.
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook, and Access).

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Job Title: Project Consultant

Job purpose:

A Project Consultant is responsible for contributing their operational, strategic, or technical expertise to projects by collaborating with clients to determine project parameters, develop project plans in line with business objectives, and assign project tasks and resources.

Key Duties and Responsibilities :

- Determining the scope of projects via consultation and investigation.
- Analyzing the strengths, weaknesses, and risks of existing project plans, as well as recommending improvements.
- Identifying project parameters and specifications.
- Performing cost calculations and coordinating budgets with financial departments.
- Allocating personnel and resources to project tasks.
- Collaborating across departments to set realistic project targets and timeframes.
- Providing guidance and monitoring the progress made with each project stage.
- Facilitating suitable interventions to prevent costly delays.
- Presenting project progress updates to senior executives.

Knowledge, Skills, and Abilities:

- Experience in project management
- Thorough knowledge of field of expertise and willingness to keep abreast of advancements
- Knowledge of data analysis and research techniques
- Knowledge of business software and IT systems
- Ability to develop detailed proposals and plans
- Excellent organizational and coordination skills
- Analytical and creative

Qualifications:

- Bachelor's degree in project management or business administration.
- A minimum of 3 years' experience in project consultancy.
- Advance proficiency in project management software.
- Exceptional written and verbal communication skills.
- Excellent leadership skills.
- Ability to collaborate with a variety of stakeholders.
- Great organizational and time-management skills.

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