



**JOB TITLE: Office Assistant**

**Location:** TABORA, Tanzania, United Republic of

**Reference:** 18358

Enabel is operating in Tanzania as a public limited company under public law with a social purpose in accordance with article 7 (iii) of the General Agreement between The United Republic of Tanzania and The Kingdom of Belgium on Development Co-operation signed on 16th of October 2002, and the introduction Letter from the Embassy of Kingdom of Belgium N° 2018/023 signed on 25th January 2018 on the transformation from BTC into Enabel.

The project on beekeeping, funded by the European Union, has a duration of 4 years with an inception phase of 6 months.

The project is taking place under the 11th EDF National Indicative Programme for Tanzania (2014-2020) in which Sustainable Agriculture is a focal sector with the specific objective to "enhance management of natural resources, including forests, and ecosystem services for sustainable agriculture development and climate change adaptation". The European Union Action Document for Beekeeping Value Chain Support contributes to that objective and also to the Planet and Prosperity pillars.

**Job description**

Your tasks and responsibilities as **Office Assistant:**

- You clean office building and its surroundings i.e. (dusting, sweeping, vacuuming, mopping scrubbing, cleaning ceiling vents, restrooms, kitchen etc.)
- You ensuring wash areas and toilet areas are regularly replenished and kept clean
- You monitor cleaning materials and maintain a kitchen inventory.
- You inform Administrative Assistant for the occurrence for defectiveness of office items and needs for repairs.
- You ensure all minor maintenance tasks are completed within the buildings e.g, door handles.
- You ensure all furniture and fittings arrangements provides maximum safety and comfort.

The Office Assistant: reports to Administrative Assistant

### **Your profile**

#### **Required qualifications and experience**

- Tanzanian national
- Secondary School Certificate (CSEE)
- At least a year Working Experience for related and similar responsibilities

#### **Required skills and knowledge**

- Excellent communication skills (verbal and written).
  - Excellent organisational skills;
  - Good Listening and Comprehension skills.
  - Excellent customer care skills.
  - A Good Team Player
- Applicants are also required to commit to the vision, mission and values of Enabel (<https://www.enabel.be/content/enabel-vision-mission-values>).

**We offer you**

- A fascinating job in an international environment.
- A contract of 24 months. You are based in Tabora .
  
- A salary package that comprises the monthly gross salary, in accordance with our salary scales (**Class 1**), hospitalization/healthcare insurance, 13th month, holiday allowance and reallocation allowance.

**[Apply here](#)** with an application letter and your updated CV, at the latest by 21st July 2022.