



JOB TITLE: OFFICE ASSISTANT- 1 Vacancy

DAR ES SALAAM

Overview

Nature and scope:

The job holder reports to the Head of Human Resource and Administration.

Key Responsibilities:

- To move/run mails, other correspondences goods and supplies within the Bank.
- To move/run mails and other correspondences outside the Bank using a motorcycle.
- To provide general administrative assistance.
- To maintain good working relationships with other divisions, directorates and units as well as external stakeholders.
- To maintain the motorcycle condition to be in good order.

- To undertake any other duties as assigned by the supervisor.

Competencies:

- Computer literacy,
- Customer needs - oriented
- Road Safety
- Team worker

QUALIFICATIONS, KNOWLEDGE, EXPERIENCE:

- Form IV certificate.
- Experience in having worked in a courier service industry/delivery will be an added advantage.
- Class A & C driving license
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REMUNERATION

Tanzania Agricultural Development Bank Limited is an equal opportunity employer. The bank offers an attractive remuneration package, career development opportunities, and an excellent working environment.

MODE OF APPLICATION AND DEADLINE

Job applicants are required to apply for these employment opportunities through the TADB career portal

Please note: applicants are required to attach the following to their respective applications.

1. *Application letter showing how they meet the requirements of the position;*
2. *An up-to-date Curriculum Vitae which includes Contacts stating the name in full, physical address, telephone numbers, and e-mail addresses of the candidate.*
3. *Certified copies of relevant certificates.*

4. *Names and full contacts of three (3) referees.*

Closing date: Applications should reach the undersigned no later than **4.00pm on Wednesday, 20th of July 2022**. For further information, please visit the Bank's website: www.tadb.co.tz

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