

# Vacancy:

## EXECUTIVE ASSISTANT

Ref: 2022-39



Comprehensive Community Based Rehabilitation in Tanzania (CCBRT) aims to be the leading provider of accessible specialized health services in Africa and serves as healthcare social enterprise and through development programmes in the community and the most vulnerable. Committed to preventing lifelong disabilities wherever possible, CCBRT is also engaged in extensive maternal and newborn healthcare (MNHC) activities including obstetric fistula repairs. Its recently opened Maternity and Newborn Wing serves as a referral centre for high risk and emergency deliveries in the region of Dar es Salaam and the Eastern Zone of Tanzania.

*We are looking for a well organized **Executive Assistant** to support our Executive team.*

### The role

In this new position, you will provide high-level administrative support for CCBRT's executive management team to ensure they can efficiently accomplish key tasks and organizational initiatives. You maintain the highest level of confidentiality and professionalism.

You provide support in planning executive meetings, confirming appointments, writing itineraries and arrange other logistics for the executive team. You take minutes in executive meetings, including board committee meetings and board meetings. You assist in the management of visitors to the executive team and make arrangements accordingly.

You organize the executive's communication, contract filing and organizational compliance. You develop and oversee adherence to organizational standards for correspondence and maintaining of office records. You assist in training other staff in administrative duties and office management.

### The candidate

- Has a Degree in Law or Public Administration or related field from a recognized institution
- At least 4 year working experience in a demanding organization as executive secretary or personal assistant
- High level of professionalism
- Ability to maintain a high level of accuracy
- Computer literate (full Microsoft suite)
- Excellent interpersonal skills
- Strong organisational skills and ability to multitask
- Excellent verbal and written communication skills (both English and Swahili)
- Time management and ability to meet deadlines
- A pro-active attitude and self direction
- Good analytical and problem solving skills

If you are interested to please submit your curriculum vitae with 2 references and a cover letter telling us why you believe you are the right person for the role.

CCBRT is an equal opportunities employer and encourages people with disabilities to apply. Please send your application via email to: [recruitment.ccbrt@ccbrt.org](mailto:recruitment.ccbrt@ccbrt.org). Shortlisted candidates will undergo an interview as well as an additional assessment.

**Please indicate job reference number: 2022-39 | DEADLINE FOR APPLICATIONS: 14<sup>th</sup> September 2022**  
(selection process is ongoing so assessment might commence upon receipt of suitable applications)