



JOB TITLE: Administrative Assistant

Category: National

Location: TABORA, Tanzania, United Republic of

Reference: 19708

Background

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 a **Administrative Assistant:**

- You support various administrative tasks (filing, archiving, and follow-up of documents...) in order to guarantee efficient support to the department/supervisor/co-workers/project.
- You organize internal and external meetings, workshops, conferences and missions. or events and ensure that information is disseminated to all participants or stakeholders. (e.g. Management of bookings, dispatch of invitations, prepare documentations for important meetings and workshops) etc
- You ensure adequate supplies of necessary materials for the proper functioning of the service.
- You ensure relevant correspondence and documents are filed and kept properly.
- You receive and welcome guests, receive phone calls and transfer them to right contacts in order to adequately address them and/or orient them towards the internal contact needed.

The Administrative Assistant reports to the Accountant

Your profile

Required qualifications and experience

- A Tanzanian National
- Diploma in Business Administration or Management from recognised institution.
- Minimum 5 years of relevant experience in Administrative tasks.
- Working in International NGO is an added advantage

Required skills and knowledge

- Good knowledge of Computer software (MS word, MS Excel etc.)
- Excellent communication skills (verbal and written).
- Excellent management and organisational skills ;
- Good Listening and Comprehension skills.
- Excellent customer care skills.
- A Good Team Player

- A mastery of Time Management.
- You are fluent in spoken and written Swahili. Considering the international environment in which you work, excellent knowledge of English is required.

We offer you

- A fascinating job in an international environment.
- A contract of 23 months. You are based in Tabora Region.
- A salary package that comprises the monthly gross salary, in accordance with our salary scales (Class 3), hospitalization/healthcare insurance, 13th month, double holiday allowance and reallocation allowance.

Are you interested?

APPLY HERE

The deadline is 16/10//2022 and include your application letter and updated CV.