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## **1. JOB TITLE: Driver**

Location: Dar Es Salaam, Tanzania

Chemonics seeks a Driver for the 5-year, \$13 million Tanzania Heshimu Bahari, Marine Biodiversity Activity. The Activity will be implemented in communities, civil society, the private sector, and government to build capacity in marine biodiversity conservation, sustainable livelihoods, improving the business enabling environment, and monitoring and oversight of institutions and projects. The four objectives of the Activity focus on building the capacity of public sector and civil society; improving the enabling environment for Marine Protected Areas (MPAs) and fisheries management at all levels; increasing private sector engagement in marine conservation and coastal natural resources management; and enhancing data availability and use in decision making.

Chemonics International Inc. is a US-based international development consulting company, operating in over 95 countries, that is implementing the USAID funded project in Tanzania, USAID/Tanzania Heshimu Bahari. We are looking for individuals who have a passion for making a difference in the lives of people around the world.

### **Responsibilities:**

- Driving project staff
- Maintaining vehicle logbook
- Vehicle cleaning and maintenance
- General office support when requested

### **Qualifications:**

- Valid driver's license
- Fluent spoken and written English
- Minimum of 5 years of relevant experience
- City and rugged terrain driving experience
- General knowledge of automotive mechanics
- Demonstrated leadership, versatility, and integrity

### **Application Instructions:**

Please apply by using this [link](#). Applications must be submitted by **November 7, 2022**. Early applications strongly encouraged. No telephone inquiries, please

## **2. JOB TITLE: Operations Assistant**

Location: Dar Es Salaam, Tanzania

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### **Responsibilities:**

#### **Office Administration**

- Provide part time reception services as the office's first point of contact to visiting guests and clients. Ensure office orderliness and professional appearance. Receive all visitors and telephone calls and direct them as necessary
- Track utilization of all office supplies and procure supplies as necessary and maintain inventory of all project property up to date
- Prepare all necessary administrative forms for project related items, such a travel and leave request forms

- Arrange for and oversee the maintenance of office equipment. Maintain files and ensure that all correspondence and documents are properly copied and filed in accordance with filing system
- Track project cellphone usage and separate out personal calls for reimbursement on a monthly basis

### **Event coordination and logistics**

- Confirm and receive RSVPs for meetings, including stakeholder meeting. Arrange meeting space and logistics by working with local vendors
- In collaboration with the Finance & Administration (F&A) Director, maintain and track the budget for in country events
- Assist with travel, hotel accommodations, and in country transportation for all project-related travel, including international consultants
- Manage the distribution of temporary project cellphones for short-term travelers

### **Vendor Relations and Procurement**

- Assist the F&A Director with the management of vendor relationships and maintain relationships with apartment landlords and office building management and maintenance
- In collaboration with the F&A Director assist with procurement procedures by collecting quotations from vendors and ensuring deliverables are received in a timely fashion and are up to the standards and specifications agreed upon in the contract

### **Financial Management Assistance**

- Undertake petty cash duties, if required by F&A Director
- Assist the Accountant with occasional auditing of expenses such as phone invoices and travel vouchers
- Assist the F&A Director to ensure that all timesheets are filled out correctly and that employee leave requests are filed

### **Human Resources**

- Staff on boarding and departure logistics, including registration of staff in health insurance scheme, pension funds, policy manual review, and completion of any staff onboarding/departure checklists

- Implement project employee orientations with the F&A Director, including Chemonics' Living Our Values training
- Assist with any recruitment needs
- Supervise the Office driver/interns and Office attendants
- Ad Hoc Assignments
- Perform any other tasks assigned by the COP or F&A Director, which are consistent with this scope of work, and the general requirements of the project

**Qualifications:**

- Associates degree required; Bachelor's degree preferred
- Minimum of two years of experience in administration or project management
- Experience working closely with multidisciplinary teams of junior and senior-level staff
- Strong interpersonal skills and ability to work with culturally diverse staff
- Demonstrated leadership, versatility, and integrity
- Proficiency in English required

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