



JOB TITLE: Administrative Assistants (3 Posts)

Category: National

Location: Kigoma / Mwanza/ Tabora, Tanzania

Reference: 20706

Final date for application: 12 November 2023

Background

Enabel is operating in Tanzania 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.

Enabel in Tanzania is seeking to recruit a dynamic and competent individuals to fill the vacancies for the position of Administrative Assistants.

Job description

Your tasks and responsibilities as an 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, 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 maintain and ensure adequate office supplies, equipment, and facilities, for proper and smooth functioning of the office.
- 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.
- You respond to emails, and communicate with clients, vendors, and other stakeholders in a professional and courteous manner.
- You book travel and accommodations for executives and other employees, as well as preparing travel itineraries and expense reports.
- You prepare invoices, expense reports, and other financial documents, as well as assisting with budgeting and forecasting.

Your profile

Required qualifications and experience.

- A Tanzanian National
- Bachelor's degree in business administration or management from recognised institution.
- Minimum 5 years of relevant experience in administrative tasks.
- Specific experience as assistant in the field of accounting, procurement OR logistics (please develop this in your cover letter)
- Experience working in International NGO is an added advantage

Required skills and knowledge.

- Good knowledge of computer software (MS 365, SharePoint, 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 not less than 24 months. You are based in either Tabora, Mwanza or Kigoma
- 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.
- Relevant recognized experience for the function will be valorized.

Following this recruitment procedure, a shortlist of successful applicants may be constituted which may be sourced in the next three years for similar job openings.

Every person who fulfils the conditions listed in our job advertisements may apply. Enabel is committed to equal opportunities and diversity in its workforce. We do not discriminate on the basis of gender, origin, age, religion, sexual orientation, disability status or any other factor other than competence.

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