



TANGANYIKA CHRISTIAN REFUGEE SERVICE

VACANCY ADVERTISEMENT

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| Position | Administration Officer – Intern (1 post) |
| Reports to | Legal & Compliance Officer |
| Job Location | Dar es Salaam |
| Applications Deadline | 21st February 2024 |

Background:

Tanganyika Christian Refugee Service (TCRS) used to be the Field Program of the Lutheran World Federation Department for World Service (LWF/DWS), carrying out programs of humanitarian, relief, and development activities with refugees and marginalized poor people in Tanzania. However, in 2006 the organization was localized and registered as a Local NGO in Tanzania.

The Primary functions of TCRS are to carry out humanitarian, relief and development activities in Tanzania. Currently, TCRS works in Humanitarian, Emergency Response, Relief, and Community Empowerment Programs with both refugees and local communities in various parts of Tanzania.

Applications are invited from suitably qualified and competent Tanzanian candidates to fill the post of intern administration officer at TCRS Head Office, Dar es Salaam.

Position Overview:

As an Administration Officer Intern, you will be involved in a wide range of tasks and projects, providing valuable support to our HR and administration team. You will have the opportunity to learn about recruitment, employee relations, administrative processes, and much more.

Key Responsibilities:

- Assist with recruitment processes including job postings, resume screening, and scheduling interviews.
- Support employee onboarding and orientation activities.
- Assist in maintaining employee records and databases.
- Coordinate training sessions and workshops.



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- Provide administrative support such as filing, data entry, and document preparation.
- Assist with HR-related projects and initiatives as needed.

Qualifications:

- Recent graduate with a degree in Human Resources, Business Administration, or a related field.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office suite.
- Proactive attitude and willingness to learn.

Remuneration Packages:

Remuneration will be based on the current TCRS salary structure.

Mode of Application

Applications attached with CVs showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

Email: mail@tcrs.or.tz

The deadline for application is Tuesday **21st February 2024 at 4.00 PM**. Only shortlisted candidates will be contacted. Applicants who are not called for an interview may assume that they have not been qualified.

TCRS is an equal opportunity employer. Qualified women and people with disability are highly encouraged to apply