



1. **JOB TITLE: Administrative Assistant (m/f) – Tanzania**

Background

Enabel is the Belgian Development Agency operating in Tanzania, a public law company with social purposes in accordance with article 7 (iii) of the General Agreement between the United Republic of Tanzania and the Kingdom of Belgium on Development Cooperation. The Country Strategy for the Belgian Bilateral Cooperation Program in Tanzania 2023-2027 was approved on 15th July 2023 by the Belgian Minister of Development Cooperation, with a planned duration of 5 years (2023-2027). To promote synergy, efficiency and maximize impact, the strategy has a clear geographical focus on selected districts of the Kigoma region. Enabel is therefore seeking to recruit a dynamic and competent individual to fill the position of Administrative Assistant.

Job description

The tasks and responsibilities of an Administrative Assistant includes:

- Support various administrative tasks (filing, archiving, and follow-up of documents...) to guarantee efficient support to the department/supervisor/co-workers/project.
- 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, preparing documentation for important meetings and workshops) etc
- Maintain and ensure adequate office supplies, equipment, and facilities, for proper and smooth functioning of the office.
- Ensure relevant correspondence and documents are filed and kept properly.
- Receive and welcome guests, receive phone calls, and transfer them to the right contacts to address them adequately and/or orient them toward the internal contact needed.
- Manage internal and external communications professionally and courteously.
- Book travel and accommodations for executives, employees, visitors, and partners; and prepare travel itineraries and expense reports.
- Review all invoices submitted by suppliers and submit them to finance for payments,
- Manage the petty cash registry,
- Manage transportation of people and goods, management of drivers and travel schedules
- Support the Logistics & Purchasing Officer / Procurement Officer on matters such as small purchases of goods and services; sourcing and management of vendors and service providers
- Provide adequate support to the Logistician as required.

Your profile

Required qualifications and experience

- A Tanzanian National

- Bachelor's degree in business administration, Logistics management or a relevant field from a recognized institution.
- Minimum 5 years of relevant experience in office administration or logistics tasks.
- Specific experience as an assistant in the field of accounting, procurement, OR logistics (please develop this in your cover letter/CV)
- Experience managing purchases and vendors in a busy organization setting is an advantage
- Experience working in an International NGO is an added advantage

Required skills and knowledge

- Good knowledge of computer software (MS 365, SharePoint, etc.)
- Excellent communication skills (fluent in verbal and written). Considering the international environment in which you work, excellent knowledge of English is required.
- Excellent management and organizational skills.
- Good Listening and Comprehension skills.
- Good written and spoken English and Swahili.
- Excellent interpersonal and customer care skills.
- A mastery of Time Management.

Personal Attributes

- Problem-solving and results-oriented mindset
- Exhibit excellent capacity to build good collaboration relationships with team, partners and vendors
- Highly organized, a great team player with a pro-active and flexible work style
- Show engagement, sense of responsibility, and integrity.
- Flexible and can work in a changing environment.
- Collaborative governance mindset (Self-responsible, accountable, authentic communication)

We offer you

- A fascinating job in an international environment.
- A specific contract of not less than 36 months; based in Kigoma.
- A salary package that comprises the monthly gross salary, in accordance with our salary scales (Class 3), hospitalization/healthcare insurance, 13th month, holiday allowance and if applicable school fees allowance.
- Relevant recognized experience for the function will be verified.

Are you interested?

Apply [HERE](#) with an application letter and your updated CV, at the latest by 14 July 2024. Only applications that are registered here via our on-line portal will be considered

2. JOB TITLE: Financial Officer Grants (m/f) - Tanzania

Background

Enabel is the Belgian Development Agency operating in Tanzania, a public-law company with social purposes 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.

Enabel in Tanzania has launched its new Country Strategy for the Bilateral Cooperation in Tanzania 2023-2027 while also several interventions financed by other donors are operational. To encourage broad ownership of the development results pursued by its projects and to promote their sustainability, Enabel seeks to establish partnerships with the most legitimate actors in the institutional landscape and when necessary, engages in a capacity development process with them. In this spirit, Enabel is entrusting an increasing proportion of the execution of its portfolio activities to third parties through grants.

In the Enabel framework, a grant is a direct financial contribution by means of a donation/non-commercial payment from the budget of a program/project given to one or more specific beneficiaries. However, in most of the cases, the grantees need support to comply with the administrative, contractual, and financial requirements. A close follow-up and capacity building of the grantee is a must to cope with a successful and timely implementation. In this challenging context, we are seeking a Financial Officer Grants for our office in Kigoma.

Job description

As a Financial Officer Grants, you report to the Financial Controller for Enabel in Tanzania, and your mission is to ensure 1) the quality of financial information of the grants with beneficiary partners in order to contribute to the timely and compliant achievement of the objectives of the intervention and 2) the control of fiduciary risks in the context of grants. The specific responsibilities include the following:

- Support budget planning and monitoring to ensure high-quality budget management of the Enabel grants
- Support the partners and Enabel colleagues with all financial requirements related to signature of a grant
- Monitor treasury operations to ensure that the grant instalments are paid appropriately and on time
- Produce regular budget monitoring reports, accurately and on time, including analysis and recommendations
- Analyse operating and activity costs and make recommendations to improve the efficient use of funds
- Builds the capacity of grantees to ensure effective use of Enabel resources and value for money with the financial controller
- Provide upstream, tailor-made support to each beneficiary partner in order to identify and mitigate any weaknesses or delays in the implementation of grants.
- Analyse fiduciary risks and monitor internal control and audit action plans in order to highlight risks and minimize their impact
- Support in the preparation and execution of audits
- Build the capacity of partner structures in the aim of contributing to the improvement of their organization, financial processes and systems as well as the skills of their staff
- Check and advise the grantees on financial compliance with grants management rules and procedures
- Ad-hoc Support to the financial controller in any duties related to finance and administration

Your profile

- Tanzanian National

Required Qualifications, Competencies and Experience

- Bachelor's degree in business administration, Finance and Accounting, Economics or equivalent
- Minimum of 5 years experience in Finance, Accounting, and grant management
- Experience in the development of sustainable and effective grant programs (including applying and optimizing grant administration process, budgeting and accounting, documenting payments and expenditures, preparing progress reports, ensuring compliance with grant regulations, reviewing grant proposals, managing grant databases, etc.)
- Proven record in capacity building and training,
- Good knowledge of budget management and financial analysis;
- Advanced knowledge of Excel and Word.
- Good ability to withstand pressure and able to work in a multicultural environment
- Autonomous and proactive, taste for teamwork, excellent organizational skills, methodical and rigorous approach

Specific competencies or knowledge considered an asset:

- Knowledge of donor agencies in grant management method/process,
- Previous experience within an international cooperation organisation and knowledge of the context of our areas of intervention and specifically in the Kigoma region is a major asset,
- Experience in audit follow-up
- Familiarity with private sector support and/or education sector
- Organizational skills
- Budgeting and monitoring skills
- Capacity for reporting
- Networking, Interpersonal and communication skills

Attributes

- Skilled at solving problems; adopting a solution- and results-oriented approach.
- Exhibit excellent capacity to build good collaboration relationships with partners.
- Possess strong analytical and assessment skills.
- Show engagement, a sense of accountability, and integrity.
- Highly organized team player, with a proactive and flexible work style
- Collaborative governance mindset (Self-responsible, accountable, authentic communication)

Languages:

- Fluency in written and spoken English and Swahili

We offer you

- A fascinating and interesting job in an international environment.
- A definite period contract of 40 months
- You are based in Kigoma, with frequent travels within the targeted districts of the region and, on occasions, to Dar es Salaam and Mwanza for meetings
- You are employed by Enabel in the function of "Financial Officer Grants". A salary package that comprises the monthly gross salary, in accordance with our salary scales (Class 4), and

more benefits such as health care insurance, 13th month, holiday allowance and if applicable school fees allowance

- Relevant recognized experience for the function will be valorised.

Are you interested?

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