



JOB ADVERTISEMENT

DEPARTMENT ADMINISTRATOR

22nd JUNE 2024

POSITION OVERVIEW:

Department administrator is administrative staff that works at departmental level and coordinate with the departmental head, central administration personnel to support and provide guidance on the administration of compliance, Financial, personnel and other related aspects of project. Department administrator reports to Supervisors in the department such as Departmental head, business manager or division administrator

KEY RESPONSIBILITIES:

- ✚ Coordinate with department personnel, and central administration personnel to assist regarding the financial administration of department funds
- ✚ To act as Liaison between departments and ensure accurate and effective communications between departments are met.
- ✚ Correct filing of letters or emails in accordance with the company policies
- ✚ Personnel administration and ensure staff queries are solved within departmental level
- ✚ Facilitation of Visa, Medical Cards, and Travel requests for staffs within the department
- ✚ Coordinates with departmental Heads and central administration personnel to verify that the correct facilities and administrative cost rate is applied to sponsored projects budgets.
- ✚ To perform any other duties as assigned by your supervisors.

JOB REQUIREMENT:

- ✚ Bachelor Degree in Human Resources Management, Public administration or any other related qualifications.
- ✚ Minimum of 3 years work experience in a busy construction environment preferably in administration related duties
- ✚ Demonstrate leadership and strong communication skills
- ✚ Knowledge of Microsoft applications especially **excel formulas**
- ✚ A candidate should be a team player and demonstrate professionalism at all the time.
- ✚ Working in a large and multinational culture is preferably.

MODE OF APPLICATION

Interested candidates should send their up to date CV's , Cover letter and copy of **NIDA, Driving License or Voter's Card** to jobs@jvacee.com and in subject Line **Clearly indicate the position you're applying for.**

Failure to do so your application will not be considered. **Deadline is 05th July 2024.**

- ❖ **Interviews and work station will be at Julius Nyerere Hydropower Project (JNHPP)**
- ❖ **This position is open for Tanzanian Locals only.**