



Background

The CCTTFA is a multilateral agency formed through an Agreement by the six Governments of the Republic of Burundi, the Democratic Republic of the Congo (DRC), the Republic of Malawi, the Republic of Rwanda, the United Republic of Tanzania, and the Republic of Uganda with its Headquarter in Dar es Salaam-United Republic of Tanzania. The Central Corridor is the integrated transport multimodal and logistics network that connects CCTTFA Member States to the sea through the port of Dar es Salaam. CCTTFA works with the member states Governments and other Development Partners to improve the efficiency of the transit corridor for smooth facilitation of transit trade.

JOB TITLE: Office Secretary

The CCTTFA Permanent Secretariat is looking for a prospective applicant to fill a vacant position of Office Secretary, which needs to be filled urgently at its Headquarter. The Office Secretary to be hired is expected to be highly professional and competent who meets the below merits per the TORs.

Role and Responsibility of Office Secretary

The overall objective of this role is to provide comprehensive administrative and secretarial support to ensure the smooth and efficient operation of the organization's office including managing communications and maintaining accurate office records to ensure that the Central Corridor TTF is properly implementing and complying with in accordance with the systems and procedures in place, according to the CCTTFA Policies and Procedures towards improving the corridor performance. The role is essential for maintaining an organized, responsive, and well-functioning office environment that supports the organization's goals and objectives.

The Office Secretary's specific roles will be:

1. Using variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, and Access to produce, edit, and proofread correspondences, reports, documents as well as maintaining presentations, spreadsheets, and databases.
 2. Manage physical and electronic filing systems while ensuring the security and confidentiality of documents.
- Prepare and Manage correspondences, reports and other documents.
1. Type and distribute minutes of meetings
 2. Coordinate the flow of information both internally and externally through archiving and retrieve documents as needed.
 3. Screening and directing incoming calls and mails, communicate verbally and in writing to answer inquiries and provide information.
- Archiving, organizing, and updating office documents in both hard and soft as per CCTTFA Guidelines and Standard Operating Procedures.
 - Any other tasks as may be assigned by the supervisor.
 - Reporting/Coordination

Office Secretary — shall be reporting to the Director of Finance and Administration of CCTTFA

or any other designated official within CCTTFA.

- **Skills and Experience:**

In performing his/her, duties the Office Secretary, will always be required to demonstrate the following experience and skills:

1. Good interpersonal, intercultural, and organizational skills for effective interaction with diverse stakeholders.
 2. Excellent communication skills.
- Strong attention to details, efficient time management, and ability to manage and prioritize multiple tasks.
1. Minimum of At least 5 years of extensive experience in Office Secretarial or administrative role.
 2. At least 5 years of previous experience working with Regional or International Organization, supporting senior executives or management will be an added advantage.
 3. Appropriate Information and Computer technology skills are desirable.
- Familiarity with and ability to use various office equipment such as Laptops/ Desktop, printers, office scanners with typing speed.
 - ! Ability to maintain confidentiality and handle sensitive information
 - **Minimum Qualifications:**
1. Diploma in Office Management and Secretarial Studies (DOMS) / Secretarial Studies and Administration / or Secretarial Management Protocol & Etiquette or related Field from a recognized university.
 2. Bachelor Degree in related fields and/or Additional certifications in office management, secretarial studies will be an added advantage.
- **Language Proficiency**

1. Proficiency in spelling, punctuation, grammar and other English Skills is a must.
2. Knowledge of French will be an added advantage.

- **Length of Contract:**

Duration of contract is 5 years (five years) renewable subject to performance.

- **Notice for Applicants:**

1. Closing Date: Tuesday 13rd August 2024 – Midnight
2. Submission Method: We only accept email submissions.

Please send your updated CV to: procurement@centralcorridor-ttfa.org

Note: Only shortlisted Applicants will be contacted for further stage of Interview