Tazama Pipelines Limited, an interstate organization owned by the United Republic of Tanzania and the Republic of Zambia and which deals in transportation of petroleum products from Dar es Salaam to Ndola, Zambia, wishes to invite applications from suitably qualified candidates to fill the under-mentioned posts.

ADMINISTRATIVE ASSISTANT -2 POSITIONS (RE-ADVERTISED)

QUALIFICATIONS

- Certificate of Secondary Education
- Diploma in Secretarial Studies from recognized Institution
- At least three (3)years working experience
- Fluent spoken English and Swahili language

RESPONSIBILITIES

- Undertakes timely the preparation of the place, agenda, meetings and logistics in order to facilitate the smooth running of the office.
- Maintains effectively a record of all incoming and outgoing correspondences in order to ensure efficient filling system for easy retrieval of documents.

- Maintains timely the appointments dairy, remind the superior of commitment in order to enable superiors to manage business affairs in orderly and efficient manner.

- Receives timely visitors, telephone calls and observing etiquette in order to create conducive environment.

- Undertakes effectively the drafting of correspondences based on precedence or routine in order to ensure superior's signature.

- Supervises effectively the cleaning and availability of office requisites for superior in order to ensure promotion of positive image and culture of the company.

REMUNERATION:

Attractive remuneration packages will be offered to the successful candidates for the above positions.

MODE OF APPLICATION:

Application in own handwriting with detailed CV including photocopies of relevant academic certificates, two referees with reliable contacts should be submitted to the undersigned within two weeks from the date of this advertisement.

Only short listed candidates will be contacted

HEAD HUMAN RESOURCE TAZAMA PIPELINES LIMITED,

TUNGI, KIGAMBONI P.O.BOX 2157,

DAR ES SALAAM.

The deadline for submitting the application is 28 August 2024