



1. JOB VACANCY: SECURITY ASSISTANT/DRIVER

The Royal Norwegian Embassy in Dar es Salaam is currently looking to hire a skilled and motivated Security Assistant/Driver.

Main duties and responsibilities:

- Follow up and supervision of the Embassy's security contractors
- Liaising and coordinating with external partners
- Internal reporting, exercises and training
- Operate the Embassy vehicles
- Assist with daily routines and administrative work
- Other tasks given by the Head of Mission.

Requirements:

Minimum requirements:

- Background from the private security sector, law enforcement or the military.
- At least two years of relevant professional experience from an Embassy
- Good command of English and Kiswahili
- A valid driver's license

Other relevant qualifications:

- High school certificate with high score in English
- Thorough knowledge of local traffic laws
- Experience with armored vehicles and defensive driving
- Office clerical experience
- Computer skills (MS Office, Internet)
- Previous experience working in an international environment (i.e. embassies, international organisations, multinational companies etc)
- Willingness to work flexible hours when needed.

Personal qualities

- Reliable, hands-on, well-organised and able to complete tasks efficiently.
- Good communications skills, friendly, team spirit and flexibility to accommodate different tasks
- High level of integrity.

The salary will be in accordance with the Norwegian Foreign Ministry's salary for local employees of Foreign Service Missions.

Applications

Applications should include a detailed CV with educational qualifications, a summary of professional experience and a minimum of three professional references and be sent to emb.daressalaam@mfa.no

Closing date for receipt of applications: 8 November 2024

NOTE: Only shortlisted candidates will be contacted for an interview.

2. JOB VACANCY: PROGRAM OFFICER - REGIONAL AFFAIRS

The Royal Norwegian Embassy in Dar es Salaam has a vacant position of Program Officer /adviser, Regional Affairs covering Uganda, Rwanda and Burundi as side-accredited countries. This is a permanent position. The position is due to start from late-January/ early-February 2025.

The Program Officer/adviser will be part of our Regional Political Team and assist in managing development cooperation agreements pertaining to the Embassy's work on good governance, peace and stability, human rights, gender equality.

Main duties and responsibilities:

- Assist in management of the Embassy's regional programs/projects including (but not limited to): Follow-up, risk management, monitoring and collaboration with relevant agreement partners, prepare formal correspondence, prepare documents for formal meetings and external communication, assessment of new projects, and closure of old projects.
- Organising travel and visits, conferences, receptions, and other events.
- Participate in meetings with other development partners.
- Contribute to the Embassy's political reporting on regional issues.
- Contribute to the Embassy's communication work on regional affairs, including peace and stability, gender equality and human rights.

Desired Skills, Qualifications and Experience:

The successful candidate should have:

- University education (preferably a master's degree), or equivalent relevant professional experience.
- Considerable working experience (at least three years) and preferably from an international working environment such as embassies and international organisations.
- Good knowledge of regional issues and politics, peace and stability processes and human rights in the region (including Burundi, Rwanda, Uganda and Great Lakes).
- Professional experience with grant management.
- Good writing and analytical skills.
- Fluency in English and experience in writing brief reports and political analyses.
- Knowledge of other languages in the region (Tanzania, Uganda, Burundi, Rwanda and Great Lakes).

Personal Qualities:

We are looking for:

- A person who is well organized, efficient, and able to manage his/her own workload with a high level of administrative tidiness.
- An effective communicator and proactive team player who can work independently and contribute to a positive working environment.
- A person who can develop good working relationships in a culturally diverse environment.

The salary will be in accordance with the Norwegian Foreign Ministry's salary for local employees of Foreign Service Missions.

The Embassy has an inclusive and diverse working environment. We encourage all qualified candidates to apply, regardless of their race, sex, disability, age, religion, or sexual orientation.

Please send your application letter and an updated CV (as one file) to recruitment@prospect-africa.net with the heading "Program Officer, Regional Affairs". Do not send copies of certificates, letters of recommendation etc. at this stage, and please do not send your applications directly to the Embassy.

Closing date for receipt of applications: 10th November 2024.

Only shortlisted candidates will be contacted for interview. If you do not hear from us within 4 weeks of the closing date, please, assume your application was unsuccessful.