



## **Position Title: Community Liaison Office Administrative Assistant**

**(All Interested Candidates)**

### **About**

**Announcement Number:** DaresSalaam-2024-053

**Hiring Agency:** Embassy Dar Es Salaam

**Open Period:** 10/28/2024 - 11/11/2024Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+3

**Series/Grade:** LE - 0105 7

**Salary:** TZS TSh32,596,438 /Per Year

**Work Schedule:** Full-time - 40HRS PER WEEK

**Promotion Potential:** LE-7

**Duty Location(s):** 1 Vacancy in Dar Es Salaam, TZ

**Who May Apply/Clarification From the Agency:** • All Interested Applicants / All Sources

### **Summary:**

The U.S. Mission in Tanzania is seeking eligible and qualified applicants for the **Community Liaison Office Administrative Assistant** in the Community Liaison Office.

## **Duties**

The incumbent assists the Community Liaison Office Coordinator(s) (CLO) in developing and maintaining key contacts and managing information that benefit the morale and welfare of the entire mission. Serves as a main point of contact for all CLO-organized activities within the Embassy, around the country and throughout the region. CLO Assistant will assist CLO in promoting and implementing cross-cultural activities, providing expert advice on Tanzanian culture and language to the mission staff and their family members, maintain CLO daily operations and yearly reports, and assist in all CLO trips and social functions.

## **Event Coordination 40%**

The CLO Assistant aides the CLO(s) in development, implementation, and administration of all cultural and social activities hosted by the Community Liaison Office (Fall Newcomers' Orientation, US Embassy Halloween Party, CLO trips, etc.) Acts as the liaison between the mission and members of the host government or cultural and social organizations participating in or hosting events for the benefit of our community. Assists the CLO in implementing and executing all events organized through the CLO, including researching and negotiating special offers, resolving potential problems and overseeing aspects of actual trips or functions. Attends and works major US Mission Dar community events.

## **Administration 30%**

Maintains working relationship with all Embassy sections, the FSN Association, and other interest or community organizations within the Mission. Serves as liaison between CLO and GSO warehouse FSN staff for event support and with local vendors including printing houses, publishers, nurseries, travel agents, etc. for CLO-related activities.

## **Communication and Resource Management 20%**

Works closely with CLO in information, media, and general office management. Prepares welcome packages for new officers and visitors, maintains check-in and briefing information for new officers, orders supplies, and processes vehicle and supplies requests. Helps design and distribute posters and flyers, and compiles and broadcasts announcements and newsletters.

## **Reporting and Data Management 10%**

Manages regular reports mandated by offices such as Family Liaison Office (FLO), Overseas Briefing Center (OBC), and the Office of Overseas Schools (OOS). Updates procedures and helps collect data for yearly reports including, but not limited to: CLO Activity Report, Family Member Employment Report (FAMER), Overseas Childcare Report, Office of Overseas School Summary Report, and the Post Info To Go (PITG).

**Note:** *This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

## **Qualifications and Evaluations**

### **Requirements:**

All selected candidates must be able to obtain and hold a:

- Security certificate; and
- Medical certificate

All selected candidates will be subject to a background investigation and a pre-employment medical exam.

Selected candidate must be able to begin working within a reasonable period of time upon receipt of agency authorization and clearances/certifications or their candidacy may end.

### **Education Requirements:**

Two years of College/University studies is required.

*Please address this factor in your ERA application under Education.*

### **Evaluations:**

You will be evaluated against the qualifications and requirements in this vacancy announcement.

You may be asked to complete a pre-employment language or skills test.

You must complete the application form and provide the required documents. Your application must address all the position qualifications and requirements including education, experience, language, and any knowledge/skills/abilities listed. If you fail to submit a complete application, then your application may be disqualified for this position.

### **Qualifications:**

#### **Experience:**

Minimum of two (2) years of experience in event planning and management is required.

*Please address this factor in your ERA application under Major Duties and Responsibilities.*

#### **Language:**

Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Kiswahili is required. *(This may be tested)*

*Please address this language requirement in your ERA application.*

**Job Knowledge:**

Incumbent must have an in-depth knowledge of Tanzania and the local region—including history, culture, religions, and customs. A strong understanding or experience in customer service, travel, and/or event planning are required.

*Please address this factor in your ERA application under Major Duties and Responsibilities.*

**Skills And Abilities:**

Incumbent must be able to communicate effectively and efficiently with employees from all segments of the mission. The position requires daily contact with all levels of employees. Must be able to negotiate, problem-solve, and troubleshoot, often under time/pressure constraints. Must be able to multi-task and respond to urgent and important deadlines. Data mgt and strong organizational skills are crucial. Computer skills (Word, Excel, Teams) and newsletter editing/layout (Publisher, InDesign) req.

*Please address this factor in your ERA application under Major Duties and Responsibilities.*

**Required Documents:**

*Please upload **all** applicable documents to your application. If you fail to submit a complete application, then your application may be disqualified for this position.*

**All Applicants:**

- Proof of Citizenship
- Work Permit (if applicable)
- University Degree
- University Degree Transcript
- Other Documents

**[APPLY HERE](#)**