



JOB TITLE: Senior Administrative and Logistics Officer

Job category: Programs

Requisition number: ADMIN003233

Posting details

- Posted: 16 December 2024
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- Full-time
 - On-site
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- **Locations**

Showing 1 location

Dar es Salaam, DAR P.O.BOX12007, TZA

Job details

Description

IntraHealth International is now hiring a Senior Logistics and Administration Officer. The Senior Logistics and Administration Officer is responsible for providing logistics and administrative support for the Gates-funded Digitalizing Community Health Worker (CHW) Payments Program in Tanzania.

This program will support the Government of Tanzania (GoT) to develop, scale, and institutionalize a national digitalized payment system to process digital payments for

contracted workers, with CHW monthly stipend payments as a first use case. By supporting the GoT to digitally pay CHWs in a timely and accurate manner, the program will contribute to improved CHW motivation, service quality, coverage, and retention in Tanzania.

The Senior Logistics and Administrative Officer will be primarily responsible for coordinating and overseeing logistics for stakeholder workshops, trainings, staff travels and any other needed meetings. See below for a list of duties and responsibilities.

This position will report to the Digitizing CHWs payment project Senior Technical Manager, and will be based out of Dar es Salaam, Tanzania. This position is currently funded through July 2025 with potential to extend contingent upon funding.

Duties include, but are not limited to:

- Provide overall coordination for project workshops
- Negotiate quotes from venues and finalize conference package selection
- Arrange travel, including transportation and lodging, for project staff
- Assist with drafting invitation letters when required and follow up with responsible Ministry to ensure invitation letters to attend workshop are submitted timely
- Guide, review and ensure all workshop participants have provided all the required information on payment registration forms and verify receipts submitted for payment
- Coordinate per diem payments for workshop participants through IntraHealth's local partner, AfyaPlus
- Follow up and coordinate with Afya Plus to ensure participant per diem payments are received
- Coordinate other associated workshop related payments through AfyaPlus and ensure hotel invoices and required receipts for payment are submitted promptly
- Other administrative task related to workshop coordination, as assigned

Qualifications:

- Bachelor's Degree in Public Administration, Business Administration, Management, or a related discipline
- Five years of experience working in roles that require coordination and logistics management
- Experience providing administrative support for donor-funded programs in Tanzania preferred
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and tools for scheduling and communication (e.g., Zoom, Microsoft Teams)

- Prior experience organizing workshops, conferences, or similar events
- Excellent organizational skills and ability to manage a complex workload
- Excellent written and verbal communication skills
- Excellent inter-personal skills and ability to work collaboratively on a wide range of activities and issues with diverse stakeholders in Tanzania
- Position involves local travel within Tanzania (e.g. Dodoma, Morogoro for workshops,) estimated at 35%
- Tanzanian local candidates encouraged to apply

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