



Position: Administration Officer

Organization: Tanzania Investment and Consultant Group Limited (TICGL)

Location: Dar Es Salaam, Tanzania

Reports To: Operations Manager

Introduction:

Tanzania Investment and Consultant Group Limited (TICGL) is a leading consulting and investment facilitation firm dedicated to driving economic growth and sustainable development in Tanzania. TICGL specializes in providing comprehensive business facilitation, investment advisory, economic intelligence, and capacity-building services to businesses of all sizes. Our mission is to empower stakeholders with actionable insights and innovative solutions to capitalize on Tanzania's vast economic opportunities.

We are currently seeking a dynamic and experienced **Administration Officer** to join our team and contribute to the efficient operation of our organization.

Key Responsibilities:

1. Administrative Support

- Oversee day-to-day administrative operations to ensure smooth functionality of the office.

- Manage correspondence, schedules, and documentation for management and staff.
- Maintain organized filing systems for records and reports.

2. Office Management

- Supervise office facilities, supplies, and equipment to ensure efficiency and availability.
- Coordinate logistics for meetings, conferences, and events.
- Handle procurement of office supplies and liaise with vendors and service providers.

3. Human Resource Support

- Assist in recruitment processes, onboarding of new employees, and maintaining personnel records.
- Support the implementation of company policies and procedures.
- Manage staff attendance records and leave applications.

4. Financial Administration

- Process invoices, receipts, and petty cash management.
- Support budgeting and tracking of administrative expenses.
- Collaborate with the finance team to ensure compliance with financial protocols.

5. Communication and Coordination

- Act as a point of contact for internal and external stakeholders.
- Ensure timely communication across departments.
- Address and resolve administrative issues efficiently.

6. Compliance and Reporting

- Ensure compliance with company policies, local regulations, and safety standards.
- Prepare periodic administrative reports for management.

Qualifications and Experience:

- **Education:** Bachelor's degree in Business Administration, Management, or a related field.
- **Experience:** At least 3 years of experience in administrative roles, preferably within a consulting or investment environment.
- **Skills:**
 - Strong organizational and time management skills.
 - Excellent written and verbal communication in English and Swahili.
 - Proficiency in Microsoft Office Suite and administrative software.
 - Problem-solving ability and attention to detail.
 - Teamwork and leadership capabilities.

Key Competencies:

- High integrity and confidentiality.
- Ability to multitask and prioritize under pressure.
- Proactive attitude with a focus on continuous improvement.
- Strong interpersonal and negotiation skills.

How to Apply:

Interested candidates are invited to submit their CV and a cover letter detailing their suitability for the position to Email Address: economist@ticql.co by 15/01/2025.