

KOFIH Tanzania Office in Dar es Salaam was officially opened in 2017 to implement various global health projects, although the cooperation with Tanzania first kicked off in 2009. KOFIH office, in collaboration with the Ministry of Health (MOH), has devoted itself to the improvement of the healthcare system and led some projects such as the Maternal, Neonatal and Child Health Care project in Pwani and Dodoma Region, Strengthening the National Public Health Laboratory through capacity building of infectious disease control and management, Dr LEE Jong-wook Fellowship Program, a training program for healthcare workers to build up their capacity which leads to contribution of achieving sustainable development goals and also training for biomedical engineers and technician for capacity enhancement of medical equipment services (CEOMETS).

As KOFIH Office is expanding healthcare support projects, including the upcoming projects, KOFIH seeks a qualified candidate for the position below: -
Homepage: <http://www.kofih.org/en/>

Position Summary

1. Job Title: Office Administrator

- Position: Entry Level
- Location: Dar es Salaam, Tanzania
- Duty station is subject to change depending on the terms of reference and the condition of the office
- Employment Terms: Contract-based / 3 months' probation
- Annual Salary: In accordance with the internal regulation
- Job role: Experienced
- Organisation type: Foreign Governmental Organisation
- Application deadline: 25th June 2025

Job Summary

The role of an office administrator is important in maintaining effective operation of the office setting. Generally, this position involves responsibility to provide comprehensive administrative support, ensuring that day-to-day

activities are conducted. This includes close collaboration with the project coordinators and liaising with the organization's experts. To achieve excellence in this position, the office administrator is required to possess a diverse range of competencies, notably in organizational efficiency, effective communication, and sound managerial practices. Strong organizational abilities are essential for the efficient management of tasks, schedules, and resources. Communication skills are vital for a smooth interaction within the office and serve as a bridge between various stakeholders. Furthermore, well-developed managerial competencies are requisite for the effective oversight and coordination of diverse operations, which in turn promote a productive and harmonious work environment.

Main Duties and Responsibilities:

- Managing calendars, scheduling appointments, and handling correspondences.
- This involves organizing meetings, preparing agendas, and taking minutes.
- Assisting in monthly payroll process, generating control numbers for statutory payments (NSSF, WCF, PAYE, PDPC), and keeping records and receipts accordingly.
- Facilitate effective communication within the office and act as a point of contact between different departments, management, and external stakeholders.
- This includes responding to inquiries, relaying messages, and ensuring information flows accordingly.
- Manage tasks, deadlines, and priorities to ensure smooth day-to-day operations.
- This involves coordinating schedules, tracking activities, and assisting in time-sensitive activities.
- Oversee office resources, including supplies, equipment, souvenirs, and facilities.

- This includes procurement, inventory management, and ensuring a well-maintained and organized workspace.
- Assist expatriates within the organization by providing administrative support, permits applications, logistics, and addressing any specific needs they may have.
- Maintain accurate and organized records, including files, documents, and databases.
- This is crucial for easy retrieval of information and compliance with organizational policies.
- Ensure that office procedures and policies are followed and recommend improvements where necessary.
- This includes staying informed about company policies and procedures and communicating them to staff.
- Organize and coordinate office events, conferences, or workshops.
- This involves handling logistics, managing invitations, and overseeing the smooth execution of the event.
- Handling sensitive information, maintaining confidentiality in dealing with various aspects of the organization.
- Address day-to-day challenges that may arise in the office, troubleshoot issues, and implement solutions to enhance efficiency and resolve operational problems.
- Assistance to clients, stakeholders or visitors by addressing inquiries and directing them to the accordingly.

- The Office Administrator will be responsible for assisting in the maintenance of monthly reports for office vehicles and overseeing daily office cleaning operations.
- Be adaptable and responsive to changing priorities, ensuring a flexible approach to meet the dynamic needs of the office and organization.
- Perform any other additional tasks as required by the supervisor and KOFIH Tanzania Office

Qualification

- A minimum of a bachelor's degree in public administration, Human Resource Management, Business Administration, international relations, or a social science field.
- 1-2 years of working experience in the relevant field, particularly in governmental or international agencies, and non-governmental organizations (NGOs).
- Preference is given to candidates with experience working with international development organizations and a solid understanding of international reporting procedures.
- Attentiveness to detail in ensuring accuracy and precision in handling information, reports, and administrative tasks.
- Exceptional English written and oral communication skills, strong critical thinking, problem solving, working-centric approach, purpose-driven thinking, accountability, and time-punctuality
- Ability to work independently, but in a consultative environment with other staff and supervisor

Skills and Proficiencies

- Must be an excellent computer literacy with strong knowledge of Microsoft office package
- Excellent presentation skills
- Excellent interpersonal, communication, and coordination skills
- Reporting, professionalism, multitask, teamwork, and confidentiality

Cultural Sensitivity and Professional Conduct:

We highly value cultural respect and diversity in our work environment. The successful candidate should exhibit a genuine appreciation for Korean culture, displaying respectful behavior, good manners, and a humble demeanor. We believe that a positive attitude significantly contributes to a harmonious workplace. We encourage applicants to embody these qualities in their professional interactions.

Office Administrator Job Vacancy at KOFIH Tanzania

How to apply

All qualified candidates should submit their Curriculum Vitae, a Cover Letter and the filled application form (attached link) via Email: kofihTZ@kofihfield.org

Download Application Form Here

*For the email subject, please use the following format: [Applicant's Name] _ [Applied Position] e.g. **Jane Doe_Office Administrator**

Interview mode:

The application form provided should be filled out by the applicant, and only those who follow will be considered

1. Written interview
2. Oral / Verbal Interview

Do not attach testimonials, only shortlisted candidates will be contacted.

2. Job Title: Project Officer

- **Position:** Entry Level
- **Location:** Dar es Salaam, Tanzania
- Duty station is subject to change depending on the terms of reference and the condition of the office
- **Employment Terms:** Contract-based / 3 months' probation
- **Annual Salary:** In accordance with the internal regulation
- **Job role:** Experienced
- **Organisation type:** Foreign Governmental Organisation
- **Application deadline:** 25th June 2025

Job Summary

The general roles and responsibilities are to contribute to solving health issues in various health sectors in Tanzania through innovative public health methodologies. The person in charge will work closely with the Ministry of Health (MOH), Project Management Committee (PMC), and other relevant stakeholders. They must also collaborate with other KOFIH project managers for project management. A responsible attitude is required for the success of the project. This role also involves setting, modifying, and monitoring key performance indicators to report the physical progress of the project. Additionally, it is important to perform office tasks cooperatively with colleagues and preferably have strong numerical skills.

Main Responsibilities:

- Planning and management of the project in order to achieve targets in accordance with the approved work plan and approved monitoring and evaluation performance framework.
- Ensure timely and quality completion of all program technical and financial deliverables and reports in accordance with KOFIH Tanzania Office guidelines

- Provide technical guidance and leadership to ensure that activities related to the Health system strengthening are implemented and monitored, and objectives are implemented as planned.
- Establish/refine monitoring systems and tools to measure project progress.
- Provide guidance and oversight of technical components of the project to ensure implementation that complies with the KOFIH work plan, performance, framework, and budgets.
- Support and conduct onsite field supervisions to ensure the execution of baseline, periodic, and final evaluations to monitor the progress of project activities.
- Manage all aspects of M&E data collection, analysis and reporting on performance indicators by project team members and project counterparts.
- Provide strong partnerships and collaborations with MOH, President's Office,
- Regional Administration and Local Government Tanzania (PO-RALG) and other relevant stakeholders.
- Promote sustainability of project activities with effective networking and linkages to other programmes.
- Be responsible for other relevant duties such as paperwork given by supervisors according to the organogram.
- Assist with administrative tasks such as scheduling meetings, preparing meeting minutes, and organizing logistics.

- Facilitate and maintain positive relationships with stakeholders and partners
- Coordinate events by organizing project-related events such as workshops, conferences, and seminars
- Manage project documentation by maintaining accurate records of project activities and updates
- Monitoring support by coordinating field visits, tracking project progress, and reporting any issues or delays
- Maintain regular communication with team members for an effective tracking of project progress
- Contribute to continuous improvement by discussing project progress and suggesting ways to enhance project implementation
- Perform any other additional tasks as required by the supervisor and KOFIH Tanzania Office

Qualifications and Experience

- At least a Bachelor's degree in public health, social science, Health science, Nurse, or Medicine.
- 1-2 years or more of working experience in the relevant field, such as governmental/international agencies, non-governmental organisations, is preferred
- Experience working with an international development organisation and knowledge of reporting procedures
- Exceptional English written and oral communication skills, strong critical thinking, problem solving, attentiveness to detail, work-centric approach, purpose-driven thinking, accountability, and time-punctuality

- Ability to work independently, but in a consultative environment with other staff and supervisor

Skill and Proficiencies

- Must be an excellent computer literacy with strong knowledge of the Microsoft Office package.
- Excellent presentation skills.
- Excellent interpersonal, communication, and coordination skills.
- Reporting, writing, professionalism, accuracy, attention to detail, multitasking, teamwork, and discretion

Cultural Sensitivity and Professional Conduct:

- We highly value cultural respect and diversity in our work environment.
- The successful candidate should exhibit a genuine appreciation for Korean culture, displaying respectful behavior, good manners, and a humble demeanor.
- We believe that a positive attitude significantly contributes to a harmonious workplace.
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Project Officer Job Vacancy at KOFIH Tanzania

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