empower

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Job Title	Job Location	Category
Administration Officer	Dar es Salaam	-

Job Type	Job level	Industry
Full Time	Intermediate	Non-profits (NGO)

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget	Max Budget	Primary Industry
-	-	Non-profits (NGO): 3 Years

Secondary Industry	Primary Category	Secondary Category
-	-	-

Certificate	Qualification
-	-

Summary

We are looking for a **Administration Officer** for a four-year project starting in 2026. The project's vision is to economically empower 900 Tanzanian youth through enhanced employability gained from a high-quality industry-oriented education system. This should be achieved through launching a dual apprenticeship model in the electrical installation and plumbing thereby equipping young people with demand-driven skills. The project will facilitate this programme in collaboration with 30 construction companies and public and private vocational education and training stakeholders (VET) in Dar es Salaam. In the long-term, dual apprenticeship in electricity and plumbing should be institutionalized within Tanzania's VET system and apprenticeships should become a strategic HR solution for companies.

The Administration Officer is responsible for smooth administrative functioning of the office in Dar es salaam

Responsibilities

- Plan, manage, and execute procurement processes including goods and service acquisitions for events, workshops, and training, and ensure timely procurement aligned with the annual operational plan
- Handle procurement requests, purchase orders, quotations, and bid analysis and maintain accurate procurement records
- Coordinate and oversee receipt and inspection of goods by verifying items against Purchase Orders against Goods Received Notes and invoices.
- Oversee the smooth flow of daily routine office management tasks of the Office, including suggestion to improve office setup and office management.
- Distributes and stores correspondence (e.g., letters, emails, and packages)
- Track stocks of office supplies, place orders when necessary and produce quarterly asset and inventory reports for the finance team
- Facilitate in collaboration with the head of business administration onboarding and offboarding of employees.
- Liaise with service providers for office-related work and supervise their work.
- Arrange local and international flights, visa for international visitors as well as hotel and conference bookings for meetings and workshops.
- Manages the booking of cars by staff (Long term rental cars as well as short-term rental) and ensure the rented cars follow the Security guidelines of the company and the company receives the required documentation.
- Manage the vehicle logbooks, maintenance of vehicle and ensure vehicle utilization reports are performed on a monthly basis
- If needed, support the preparation and coordination of workshops, meetings, training activities and other project activities including participants by contacting the participants, sending invitation and confirming their participation.
- Supervises the Office Attendant and Driver and ensures that they follow company's procedures.
- Perform any other tasks as requested by the Business Administration Manager or Project Manager.

Education & Qualifications

- At least a diploma in business administration, procurement and logistics or in a related subject and/or relevant work experience. A bachelor is an asset.

Requirements

- At least three years of relevant experience with procurement and logistics and/or administration management of an organisation.
- Previous experience in closely working with international or national organizations in a similar role would be an advantage.
- Strong organisation and people management skills
- Good oral and written English skills
- Excellent ability to use Microsoft office package (Word, Excel and PowerPoint).

Reporting To

Project Manager

Driving Licence

Not Required

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