



# Job Description

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<b>Job Title</b> Administrative Assistant (m/f) - Tanzania	<b>Job Location</b> Kigoma	<b>Category</b> Admin & Clerical
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Non-profits (NGO)

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Non-profits (NGO): 5 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Admin & Clerical: 5 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

Enabel is a Belgian development agency. Our mission is to build a sustainable world where all live under the rule of law and are free to thrive. With our partners, we offer solutions addressing pressing global challenges – Climate Change, Social and Economic Inequalities, Urbanisation, Peace and Security, Human Mobility – and promoting Global Citizenship. We have over 20 years' of experience in areas ranging from education and health care to agriculture, environmental protection, digitalization, employment, and governance. Enabel's expertise is eagerly sought after by partners around the globe – ranging from the Belgian government, European Union institutions, governments of other countries, and the private sector. We work with civil society, research institutes as well as businesses and we foster fruitful interaction between development policy and other areas.

With over 2,100 staff, Enabel manages about 170 projects in more than twenty countries, in Europe, Africa and the Middle East.

### **Background**

Enabel is the Belgian Development Agency operating in Tanzania, a public law company with social purposes in accordance with article 7 (iii) of the General Agreement between the United Republic of Tanzania and the Kingdom of Belgium on Development Cooperation. The Country Strategy for the Belgian Bilateral Cooperation Program in Tanzania 2023-2027 was approved on 15th July 2023 by the Belgian Minister of Development Cooperation, with a planned duration of 5 years (2023-2027). To promote synergy, efficiency and maximize impact, the strategy has a clear geographical focus on selected districts of the Kigoma region. Enabel is therefore seeking to recruit a dynamic and competent individual to fill the position of Administrative Assistant.

- **Category:** National
- **Location:** Kigoma, Tanzania
- **Reference:** 22144
- **Final date for application:** 14/07/2024

### **We offer you**

- A fascinating job in an international environment.
- A specific contract of not less than 36 months; based in Kigoma.
- A salary package that comprises the monthly gross salary, in accordance with our salary scales (Class 3), hospitalization/healthcare insurance, 13th month, holiday allowance and if applicable school fees allowance.
- Relevant recognized experience for the function will be verified.

Applicants are also required to commit to the vision, mission, and values of Enabel: [Enabel's Vision, Mission & Values](#)

Every person who fulfils the conditions listed in our job advertisements may apply. Enabel is committed to equal opportunities and diversity in its workforce. We do not discriminate on the basis of gender, origin, age, religion, sexual orientation, disability status or any other factor.

## **Are you interested?**

Apply [HERE](#) with an application letter and your updated CV, at the latest by 14 July 2024.

Only applications that are registered here via our online portal will be considered

## **Responsibilities**

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The tasks and responsibilities of an Administrative Assistant includes:

- Support various administrative tasks (filing, archiving, and follow-up of documents...) to guarantee efficient support to the department/supervisor/co-workers/project.
- Organize internal and external meetings, workshops, conferences, missions, or events and ensure that information is disseminated to all participants or stakeholders. (e.g., management of bookings, dispatch of invitations, preparing documentation for important meetings and workshops) etc
- Maintain and ensure adequate office supplies, equipment, and facilities, for proper and smooth functioning of the office.
- Ensure relevant correspondence and documents are filed and kept properly.
- Receive and welcome guests, receive phone calls, and transfer them to the right contacts to address them adequately and/or orient them toward the internal contact needed.
- Manage internal and external communications professionally and courteously.
- Book travel and accommodations for executives, employees, visitors, and partners; and prepare travel itineraries and expense reports.
- Review all invoices submitted by suppliers and submit them to finance for payments,
- Manage the petty cash registry,
- Manage transportation of people and goods, management of drivers and travel schedules
- Support the Logistics & Purchasing Officer / Procurement Officer on matters such as small purchases of goods and services; sourcing and management of vendors and service providers
- Provide adequate support to the Logistician as required.

## **Education & Qualifications**

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Required qualifications and experience

- A Tanzanian National
- Bachelor's degree in business administration, Logistics management or a relevant field from a recognized institution.
- Minimum 5 years of relevant experience in office administration or logistics tasks.
- Specific experience as an assistant in the field of accounting, procurement, OR logistics (please develop this in your cover letter/CV)
- Experience managing purchases and vendors in a busy organization setting is an advantage
- Experience working in an International NGO is an added advantage

## **Requirements**

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Required skills and knowledge

- Good knowledge of computer software (MS 365, SharePoint, etc.)
- Excellent communication skills (fluent in verbal and written). Considering the international environment in which you work, excellent knowledge of English is required.
- Excellent management and organizational skills.
- Good Listening and Comprehension skills.
- Good written and spoken English and Swahili.
- Excellent interpersonal and customer care skills.
- A mastery of Time Management.

## **Characteristics**

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Personal Attributes

- Problem-solving and results-oriented mindset
- Exhibit excellent capacity to build good collaboration relationships with team, partners and vendors
- Highly organized, a great team player with a pro-active and flexible work style
- Show engagement, sense of responsibility, and integrity.
- Flexible and can work in a changing environment.
- Collaborative governance mindset (Self-responsible, accountable, authentic communication)

## Driving Licence

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Not Required

To Apply for This Job [Click Here](#)