



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title	Job Location	Category
Assistant to the Head of Mission (HoM)	Dar es Salaam	-
Job Type	Job level	Industry
Full Time	Intermediate	Government

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget	Max Budget	Primary Industry
-	-	Government: 5 Years
Secondary Industry	Primary Category	Secondary Category
-	-	-
Certificate	Qualification	
-	-	

Summary

As the official representation of Switzerland, the Embassy covers all matters concerning diplomatic relations between Switzerland and Tanzania. It represents Swiss interests in the areas of political, economic and financial affairs, legal arrangements, science, education and culture. The Embassy of Switzerland also implements an important cooperation program in Tanzania and is working in partnership with governmental institutions, NGOs, as well as with other national and international agencies.

In order to strengthen our administrative team, we are currently looking for a pro-active and competent Tanzanian professional in order to fill the position of an

Responsibilities

- Act as a senior secretary for the HoM (appointment/meeting scheduling, planning, correspondence etc.)
- Prepare and maintain minutes of meetings
- Organize official travels of HoM and prepare detailed account for reimbursement.
- Organize regular official events and receptions at the residence, including sitting order, and prepare detailed account for reimbursement.
- Prepare "notes verbales" for the Ministry of Foreign Affairs / protocol matters for Tanzania
- Coordinate and organize events, workshops and trainings (programme, seminar facilities, etc.)
- Liaise with the Ministry of Foreign Affairs and with the EAC Secretariat in Arusha.
- Liaise with other foreign Missions and International Organizations.
- Advertise and provide information on scholarships, review of applications and submit files to the Swiss Federal Commission of Scholarships.
- Coordinates missions for incoming visitors, official delegations from Switzerland, etc.
- Event manager for special events (example: National Day celebration) at the residence, including budget management.
- Assist the HoM and Head of consular affairs in developing contacts with the Business community.
- Support in the registration of files in the e-archive
- Act as deputy of the Assistant to the Head of Cooperation in her/his absence

Education & Qualifications

- Bachelor Degree/Diploma in Business Administration or Social sciences from recognized institutions in a related field
- Very strong communication skills in English /Kiswahili
- Knowledge of French and /or German language is an added advantage
- Knowledge of diplomatic protocol is an added advantage

Requirements

- Minimum 5 years working experience in administrative tasks, thereof a minimum of 2 years as a senior secretary
- Experience with an international employer or foreign mission is a must
- Experience in interaction with the Government of Tanzania, including on protocol issues is an added advantage
- Work experience in the development sector is an added advantage

Characteristics

Other skills

- Excellent IT skills, well versed in working with Ms Outlook, Word, Excel and Power Point
- Excellent communication and typing skills (English and Swahili)
- Very good organization skills; through knowledge of modern office procedures and practices
- Analytical skills and able to meet deadlines while remaining organized and accurate
- Readiness to acquire new knowledge and skills
- Proven team player and ability to work in a coordinated way among a pool of assistants

Driving Licence

Not Required

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