



Job Description

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Job Title Consulate Officer (Polish Speaking)	Job Location Zanzibar City	Category Admin & Clerical
Job Type Full Time	Job level Intermediate	Industry Real Estate

Open to Expatriates
Open to Expatriates & Local Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Real Estate: 5 Years
Secondary Industry -	Primary Category Admin & Clerical: 4 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The Consulate Officer serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Consulate Officer also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

Responsibilities

- Acting as the local point of contact and resource for key internal and external stakeholders
- Manage day-to-day administrative arrangements required for the efficient operation of the office
- Prepare and distribute daily, weekly and forward programs and assist with preparation of programs and appointments;
- Arrange receipt and dispatch of correspondence, prepare correspondence (including drafting of letters, cables and minutes)
- Arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Taking dictation and minutes and writing them up subsequently to produce key reports and presentations
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects some of which may have organizational impact.
- Communicating with teams and assisting with project management

Education & Qualifications

- A degree from a recognized university
- 3 – 4 years' experience in a similar role
- Fluent in English and Polish

Requirements

- Ability to build relationships with internal and external stakeholders
- Excellent communication and presentation skills: written and oral
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information
- Aptitude to analyse and process complex information quickly;
- Excellent organisational and information management skills;
- Ability to work on multiple tasks under pressure and meet deadlines
- Experience in decision-making with respect to sensitive and complex issues

Driving Licence

Not Required

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