



# Job Description

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<b>Job Title</b> Events Management Officer	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Manager	<b>Industry</b> Non-profits (NGO), Communications & Journalism
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Non-profits (NGO): 2 Years
<b>Secondary Industry</b> Communications & Journalism: 2 Years	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

An Event management officer plans and organises promotional, business and social events. They're responsible for running a range of events, ensuring the target audience is engaged. As an event management officer, you'll organise conferences, seminars and exhibitions, as well as parties and corporate incentive trips.

## Responsibilities

- Overseeing logistics related to staff travels and participants at all REPOA's events
- Identification of event venues, communication with and coordination of event participants.
- Overseeing logistics related to staff travels and participants at all REPOA's events
- Assist in the preparation of the budgets for each event and operate within that budget
- Administer circulation of invitation letters to participants of various workshops, seminars, symposiums and related events
- Supervise the physical set-up and tidying up of events; ensuring that the conference facilities are adequately furnished and properly laid out, workshops papers, etc. are available
- Administer the management of vendors to ensure cost effective options and that the suppliers adequately meet REPOA's requirements as required and approved by the Procurement Advisory Committee
- Assist the user departments in the procurement of goods and services (stationery, catering, etc.)
- Assist Office Management Assistant with managing the Front Desk when and if required
- Perform any other duties and responsibilities assigned by Supervisor

## Education & Qualifications

- Diploma in Administration, logistics or secretarial services
- General Computer skills
- Good communication and interpersonal skills.

## Requirements

- Experience of not less than 2 years in the same or similar role

## Reporting To

25/01/2022 18:06

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Senior Finance and Administration Officer

**Driving Licence**

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Not Required

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