



# Job Description

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<b>Job Title</b> Executive Assistant - People & Operations	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> -
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> -
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

Executive Assistant will provide high-level executive, operational, and People & Culture support to the Firm's leadership team. Responsibilities include managing calendars, meetings, travel, and confidential communication, while also coordinating internal projects and events. Additionally, the role supports recruitment, onboarding, compliance with Tanzanian labour laws, employee engagement initiatives, and HR administration tasks like leave tracking and work permit renewals. Operationally, it ensures key deliverables are tracked, assists with professional development logistics, and maintains administrative processes across the firm.

## Responsibilities

### Executive Support

- Provide high-level administrative support to the Firm's leadership team.
- Manage calendars, coordinate meetings, prepare documentation, and follow up on action items.
- Organise travel, meetings, and events – both local and regional.
- Prepare, edit and format correspondence, reports, and presentations.
- Handle confidential information with professionalism and discretion.
- Screen and prioritise calls, emails, and correspondence; respond on behalf of partners when appropriate.
- Support ad-hoc projects and assignments with flexibility and professionalism.

### People & Culture Coordination

- Liaise with the regional People & Culture team to support recruitment, onboarding, and employee documentation.
- Support compliance with Tanzanian labour laws and internal HR policies. Coordinate staff leave tracking, work permit renewals, and statutory HR requirements.
- Help drive employee engagement and support internal communication initiatives.

### Operational Support

- Track key internal deliverables and follow up across departments.
- Coordinate logistics for meetings, conferences, and events, including invitations, follow-ups, and post-event reporting.
- Coordinate logistics for internal meetings, events, and professional development activities.
- Support the tracking of professional requirements (e.g., CPD points, training, certifications).
- Assist with firm-wide administrative projects as required.
- Support matter hygiene by confirming time records and assisting with matter opening/closure.

## Education & Qualifications

- Bachelor's degree in business management/ communications/ HR studies or related qualification.
- Proficient in the use of IT Systems including Microsoft Office packages

## Requirements

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- Over six (6) years of direct executive support.
- Strong understanding of Tanzanian HR practices and employment regulations.
- Excellent verbal and written communication skills and good communication skills.

## Characteristics

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- Discreet, reliable, and confident in managing sensitive matters.
- Highly organised with excellent time management skills.
- Professional communicator with strong interpersonal skills.
- Proactive and solutions-oriented, with the ability to work independently.
- Comfortable working across departments and with remote teams.
- Good problem-solving skills and an appreciation of relevant protocol.
- A commitment to company's mission and extremely strong ethical integrity.

## Driving Licence

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Not Required

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