



Job Description

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Job Title Junior Administrative Specialist	Job Location Zanzibar City	Category Admin & Clerical, Office Management & Support
Job Type Full Time	Job level Intermediate	Industry Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Non-profits (NGO): 3 Years
Secondary Industry -	Primary Category Admin & Clerical: 3 Years	Secondary Category Office Management & Support: 3 Years
Certificate -	Qualification -	

Summary

The organization is looking to fill the position of Junior Administrative Specialist in the Africa regional project in Zanzibar

Responsibilities

1. Administration

- Prepares and organizes information materials, such as for conferences and meetings
- Is responsible for all administrative and logistic arrangements of project activities (meetings, workshops, business trips, etc.)
- Helps organize events and documents meetings, workshops, and seminars inside or outside the project
- Assists in creating visitor itineraries making travel arrangements, arranging transportation for participants, and making hotel and ticket reservations
- Creates and maintains an address file of key contact addresses
- Supports in management of inventory for the projects
- Co-ordinates with Country Office for general administrative support (e.g., processes requests and inquiries for general services)
- Is responsible for the filing system management as per Organization Standard
- Deputizes the Administration Specialist on a need-by-need basis
- Follow up and processing of utility bills for the project e.g. internet, telephone, etc.
- Support technical team in preparing and organizing meetings, workshops, seminars, and events

2. Procurement

- Ensures procurement of goods and services is done in line with Organization guidelines and procedures
- Inventory management by ensuring all assets are labeled and updated in the asset register
- Support in preparation of consultancy and service contracts as requested by the projects in accordance with P&R and maintain the relevant files
- Reviews and ensures that procurement procedures are adhered to and are transparent, accountable, organized, and meet Organization requirements
- Coordinates the delivery of goods as per the LPO and handles any discrepancies
- Prepares and processes purchase orders, Local Service Orders, and service contracts. Also ensures purchase orders, receiving, and invoices are matched
- Initiates procurement of services (Consulting contracts, Local subsidy contracts, Grant Agreements) both at the project level and the country office level

- Maintain and updates the complete filing system for all LPOs according to ORGANISATION procedures both the physical files and on DMS.

3. Accounting

- Assists in monitoring monthly expenditure & planning according to the budget
- First level receiving and checking invoices for processing
- Voucher preparation for payment ensures completeness and materially correctness
- Ensure that invoices and vouchers are transferred to the cashier for payment
- Follow up on local Receivables/Payables/Cost/Income and communicate with supervisor.
- KOMP booking, coding, and regular updates on onsite operations
- Handles petty cash and WINPACCS

4. Other duties/additional tasks

- Attends internal team meetings/workshops and writes minutes
- Drafts letters and general correspondences and memos in English and Kiswahili languages
- Capable of working with Excel sheets and translating texts into well-designed PowerPoint-presentations
- Arranges appointments update contact lists
- Assists project activities and other tasks given by the regional manager, technical advisor, administration specialist
- Undertakes further job training related to his/her position and duties
- Gathers and disseminates relevant information.

Education & Qualifications

- University degree in administration/accounting/office management or similar area.

Requirements

- At least 3-5 years of professional working experience in a similar position
- Good working knowledge of ICT technologies (related software, phone, fax, E-Mail, the internet) and computer applications (e.g. MS Office)
- Highly organized and able to multitask
- Very good knowledge of English and Kiswahili languages
- Experience in working in a multi-cultural environment and in Unguja or Pemba
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

Driving Licence

Not Required

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