

Job Description

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Job Title Job Location Category

Junior Administrative Specialist

Zanzibar City

Admin & Clerical, Office Management & Support

Job Type Job level Industry

Full Time Intermediate 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 Secondary Category

Admin & Clerical: 3 Years 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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