



# Job Description

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<b>Job Title</b> Junior Event Assistant	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Non-profits (NGO)
<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> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

As a federal enterprise, GIZ supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. We offer demand-driven, tailor-made, and effective services for sustainable development worldwide. Our actions are guided by the principles of sustainability. We advocate for human rights, equal opportunities, and integrity, and we promote market-oriented, ecological, and social-economic development. We work to shape a future worth living around the world.

GIZ country office is supporting its projects in Tanzania and abroad with the organization, management and coordination of events in Tanzania.

The objective of this consultancy is:

- 1.) To ensure all events implemented by GIZ Tanzania are executed in a high-quality manner.
- 2.) To ensure all resources are developed and coordinated professionally and efficiently in order to attain the objective.

## Responsibilities

Based on the specific instructions given by the GIZ Event Management Coordinator the Junior Event Assistants shall carry out all necessary work to ensure the smooth and orderly running of events. The duties consist of

1. Preparing all the necessary documentation (e.g. Name tags, participants list, Invitation letters, and meeting Agendas) prior to the beginning of the event.
2. Managing and monitoring the participants list, ensuring the hard copy is always available at the venue, filled in and up to date and thereafter submitting the original version to the office.
3. Preparation of Event venue set up with all required materials: laying out of folders, PR material, course resource papers, projectors, pin boards, flip charts and ensuring that moderation material is available.
4. Assisting moderators and participants throughout the event to ensure smooth running of the event. This includes meeting the facilitators/moderators responsible for the event prior to the events start in order to discuss their requirements.
5. Maintaining prompt email correspondence between the Hotel management, Events coordinator and Programme Personnel to ensure that hotel operations are timely and efficient.
6. To manage, in conjunction with the GIZ office, all side programs of the events (evening meals, city tours, and transport for the events).
7. To maintain contact with the GIZ office throughout the duration of the events and alert the office in due time of changes and possible challenges.
8. To calculate and upload payment of daily subsistence allowances (DSA) to participants on the M Pesa platform and finalize accountabilities of all expenditures within a timely manner.

9. To organize return flights/ Ferry Tickets and the logistics of airport pick-up and drop-off schedules.

10. To return all event material and equipment in an orderly manner to the GIZ office.

11. Any other task assigned by the GIZ Event Management coordination.

Work arrangements and schedules

The assignment is planned to take a maximum of 200 expert days with the possibility of extension as per requirement. The Junior Event consultant will be based in Dar es Salaam, Tanzania. He/ she will work under the supervision of the Event Management Coordinator and/ or any other officer functioning on behalf.

## Requirements

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- Have more than 2 years of proven expertise in the field of event management
- Have conducted similar tasks
- Have extensive training experience
- Be fluent in written and spoken English and Kiswahili
- Have excellent communication and interpersonal skills.
- Have the ability to work with IT Equipments i.e. Printers, scanners, beamers and Laptops
- Be computer literate and familiar with using MS Office application

## Driving Licence

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Not Required

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