



Job Description

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Job Title Logistics and IT Officer	Job Location Dar es Salaam	Category -
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): 5 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Logistics and IT Officer supports the efficient functioning of the organization by managing logistics operations and maintaining reliable information technology systems. The role involves coordinating procurement, managing office equipment and facilities, supporting events and official activities, and ensuring the smooth delivery of administrative services. The officer is also responsible for overseeing IT infrastructure, providing technical support to staff, and ensuring that digital systems operate securely and efficiently. Working closely with internal teams and external partners, the position contributes to maintaining high operational standards that support the organization's diplomatic, cooperation, and administrative activities in Tanzania.

Responsibilities

Arrival and Departure Administration

- Administer arrival and departure procedures.
- Ensure the issuance of required documents including resident permits, TIN certificates, Diplomatic IDs, driving licences, and motor vehicle registrations.
- Prepare Note Verbales to the Ministry of Foreign Affairs and East African Cooperation (Tanzania).
- Liaise with movers and clearing & forwarding agents for the clearance of consignments.
- Prepare and obtain approval for PRO6 documentation.
- Secure special permits when required from relevant authorities such as Tanzania Medicines and Medical Devices Authority (TFDA), Tanzania Bureau of Standards, Natural Resources, and Livestock (pets).

Office Vehicle Management

- Overall responsibility for the vehicle fleet management system.
- Ensure proper maintenance of vehicle logbooks.
- Prepare quarterly bills for expatriates for private use of vehicles.
- Ensure transparent purchase of fuel and liaise with fuel suppliers.
- Ensure repairs, maintenance, and servicing of vehicles.
- Prepare quarterly statistics of fuel costs and repairs & maintenance (R&M).
- Maintain the vehicle tracking system.
- Provide strategic guidance to the transport team for efficient transport services.

Fixed Assets Management

- Maintain the fixed assets register and inventory for office materials and supplies.
- Verify all purchases of office materials and supplies.
- Conduct the annual physical inventory of all fixed assets.

Information and Communication Technology (ICT)

- Maintain the local area network (LAN).
- Manage user and email administration.
- Maintain and acquire hardware (workstations, printers, scanners, etc.) and software through head office.
- Support staff in ICT.

Education & Qualifications

- Bachelor's Degree in Procurement and Logistics, or a Diploma from a recognized institution in a related field.
- Good command of written and spoken English and Kiswahili.
- Knowledge of French and/or German language is an added advantage.

Requirements

- Min. 5 years professional experiences, thereof two 2 years in logistics or procurement management
- Experience with a diplomatic organization considered as an advantage

Characteristics

- Excellent IT skills (Outlook, Excel, Word)
- Flair for technical issues and logistics
- Good communicator with proven organization skills

Driving Licence

Not Required

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