



# Job Description

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<b>Job Title</b> Operations Assistant	<b>Job Location</b> Dar es Salaam	<b>Category</b> Project & Program Management
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Banking
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Banking: 4 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Project & Program Management: 3 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

Our esteemed client in the banking industry is looking for an Operations Assistant. The key functions of the role are; country programming, project administration, promoting participation, regional integration, country dialogue, and aid coordination, in line with the partnership principles and to increase development effectiveness and impact on the ground.

## Responsibilities

Under the general supervision of the Country Manager, and under the technical guidance of the Country Program Officer, the Operations Assistant will provide support for the coordination and execution of the Bank's operations program and must support the Office in carrying out its administrative tasks.

1. Create and maintain Country Office databases and perform any task related to data entry and analysis as required, and ensure information is updated in physical and electronic filing systems (server shared Sankofa).
2. Monitor program activities through data management in SAP, SRAS, BPPS, RRS and other systems, and ensure that information on Bank-financed projects is regularly updated.
3. Support the Country Office and administrative staff in the preparation of planning and information documents, drawing on the information kept in the databases.
4. Monitor acquisitions and other requests for no objection received for all projects managed by the Country Office.
5. Contribute to the preparation of missions of project Task Managers, participate in missions, if necessary, and provide logistical support for the implementation of the program of conferences and workshops organized by the Bank in Tanzania.
6. Contribute to the preparation of notes and activity reports, summaries of meetings and/or information notes on operations, progress made, and lessons learned, based on project reports, workshops and information contained in the Bank's database.
7. Update data management information on SAP for all Bank-financed projects in Tanzania, including contract registration and results, in collaboration with project managers and the Country Program Officer.
8. Establish a database to track project disbursements & procurement related requests and documents submitted to the Bank
9. Perform any other operational support task requested by the Country Manager and the Country Program Officer.

## Education & Qualifications

- Bachelor's degree in Business Administration, Project Management, Administration or in any other related discipline.
- Have a good command of the use of standard Microsoft Office applications (Word, Excel, Access, PowerPoint). Skills in SAP and / or other integrated document management systems will be an asset.
- Ability to communicate and write effectively in English and/or French, with a good knowledge of the other language.

## Requirements

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- At least four (4) years minimum of professional experience including three (3) years in the areas of project management, the development of work programs and budgets, and information management.
- Have effective analytical, data analysis, research, and problem-solving skills.
- Previous experience with multilateral/bilateral development organizations is an advantage.

## Characteristics

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- Excellent interpersonal and communication skills, with an ability to diplomatically interact with government and staff at all levels.
- Excellent organizational, administrative and time management skills.

## Reporting To

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- Country Manager

## Driving Licence

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Not Required

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