



# Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

<b>Job Title</b> Personal Assistant to Project Manager	<b>Job Location</b> Zanzibar City	<b>Category</b> Admin & Clerical
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Real Estate

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Real Estate: 3 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Admin & Clerical: 3 Years	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Personal Assistant is responsible for supporting the Project Manager through a combination of project management, writing and editing, research, and administrative and relationship support functions. Coordinates smaller projects, compiles information and completes reports and analysis. Works independently or with senior leadership. Interfaces with external stakeholders, local or federal government agencies and/or private sector companies. Sensitivity to confidential matters, a high level of professionalism, tact and diplomacy are paramount.

## Responsibilities

- Schedule, prepare materials and notes, and ensure follow-up for various stakeholder meetings
- Drafts and edits various documents including internal/external correspondence
- Creates and maintains files, reviews drafts and finished documents for accuracy and grammar, including documents of a sensitive or confidential nature. Participates in meetings, task forces and workgroups both internally and externally on behalf of the PM
- Coordinates with the PM to manage the PM's Office; Assumes responsibility, in the PM's absence, for ensuring requests for action or information, which would normally receive the PM's attention are made known to responsible managers or personnel who can satisfy the request. Monitors resulting activity for purposes of briefing the PM
- Manages internal and external projects in coordination with other departments on behalf of the PM
- Researches and prepares materials, policy briefings, talking points, presentations and proposals on a variety of workforce development matters for key internal or external audiences
- Provides analytical and specialized administrative support to relieve Executive of and/or assist with complex details and advanced administrative duties
- May assist with the preparation of regular grant reports by calculating figures, entering information, collating materials and securing confidential financial data to be presented.
- Keeps abreast of Executive's immediate and long-term commitments and plans; identifies conflicts, flags problems for intervention and corrects course as appropriate
- Demonstrates an ability to interact with persons of all backgrounds, cultures and affiliations
- Supports other Partnership team members, particularly executive-level staff as necessary.
- Oversees projects assigned by the PM
- Performs other tasks and duties as assigned by the PM

## Education & Qualifications

- Excellent communication skills in English and Kiswahili

- Excellent interpersonal skills including the ability to conduct interviews
- Advanced level competence in Computers, typing, excel and word and email
- Ability to work independently and alone with minimum supervision
- At least 3 years' experience as Administrative or Executive Assistant preferred

## Characteristics

---

- Honest
- Respectful
- Adaptable
- Open minded
- Positive can-do attitude
- Highly motivated
- Independent

## Reporting To

---

Project Manager

## Driving Licence

---

Not Required

To Apply for This Job [Click Here](#)