



EMPLOYMENT OPPORTUNITY

The Eastern Africa National Network of Aids and Health Service Organization (EANNASO) is regional network of Civil Society organization working in the area of HIV, Malaria, TB and other Health related areas (e.g SRHR, UHC, COVID-19) with the role of supporting communities to play a key role in country led responses to Health in the region. EANNASO is seeking to recruit a competent candidate in the following position:

Job title:	Administrative Officer
Report to:	Finance and Admin Manager
Location:	Arusha, Tanzania
Closing date:	10 th January, 2023

JOB BRIEF

We are looking for Administrative Officer to join our team to support the day-to-day activities.

Administrative Officer responsibilities including to provide organizational and logistical support to various departments. To be successful in this role, you should have solid organizational skills and be familiar with administrative functions.

DUTIES AND RESPONSIBILITIES.

- Scheduling meetings, making travel arrangements, and handling other administrative support activities for executives within the organization.
- Providing support in all aspects of office management, including monitoring and ordering supplies, managing inventory, and ordering equipment repair.
- Taking notes during meetings, transcribing audio recordings of meetings, or summarizing points made during meetings in written minutes
- Performing clerical tasks such as filing documents and answering phones and emails.
- Scheduling meetings and maintaining calendars to ensure that meetings take place at the appropriate time and location
- Filing documents, as well as entering data and maintaining databases.
- Liaising with internal departments and communicating with the public.
- Directing internal and external calls, emails, and faxes to designated officers/departments.
- Arranging and scheduling appointments, meetings, and events.
- Assisting with copying, scanning, faxing, emailing, note-taking, and travel bookings.
- Ensure the organization's safety and security measures are implemented.
- Ensure organization compliance with government requirements i.e NGO Act, TRA, Immigration etc.
- Petty Cash maintenance and office stock Management.
- Maintain insurance matters related to staff, as well as liaising with insurance company.
- Ensure administrative rules and procedures are followed.
- Obtain legal advice on various issues.



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- Communicate with other departments staff to adhere to all necessary aspects of corporate affairs, in particular administration, procurement. etc.
- Ensure the organization's safety and security measures are implemented.
- Perform other related duties as required as assigned by the Supervisor.

QUALIFICATION AND EXPERIENCE

a) Minimum Academic Qualification

- Diploma in Secretarial studies, Management/Business Administration, or relevant equivalent studies.

b) Work Experience

- 3 years in a busy office environment.
- Experience working in an emergency response operation in an inter-governmental, international organization and/or private sector, desirable;
- Exposure to relevant activities dealing with various international organizations, related institutions and/or private sector, desirable

c) Other skills/competencies

- Organization skills
- Interpersonal relation skills.
- Proactive
- Negotiating skills
- Excellent communication skills
- Team and self-management skills
- Working on multi-cultural environment
- Computer skills (Office application packages)

HOW TO APPLY

This is a full-time role and flexibility will be needed regarding additional hours where required. If you believe you can clearly demonstrate your abilities to meet the criteria given above, Please submit your application letter and detailed CV with e-mail address and telephone contacts quoting the job title/reference in subject filed to recruitment@eannaso.org by **Tuesday 10th January, 2023**. EANNASO upholds a non-discrimination policy in employment and all including people living with the disease and Key Vulnerable Populations are encouraged to apply.

EANNASO is an equal opportunity employer. Only shortlisted candidates will be contacted.