

Mkombozi

Empower. Engage. Enable.



CAREER OPPORTUNITY:

Administrative Officer

/ LEVEL: Operations - Technical / LOCATION: Arusha or Moshi, Tanzania /

■ POSTED: January 7, 2010 ■ CLOSING: January 29, 2010 ■

Mkombozi requires an energetic team player to manage office, HR administration, and systems for Mkombozi. The primary role of the Administrative Officer is to ensure that systems are in place to support operational staff to effectively execute their duties. This is a role for a highly motivated, professional individual who is committed to the rights and empowerment of children and young people. The mission of the Administrative officer is to oversee the day-to-day administrative and HR functions of Mkombozi, such as hosting visitors and administrative and logistical support to staff. Also you will be performing data entry, keeping records, and organising orientations and celebration for staff. In return, you'll enjoy exposure to ground-breaking initiatives with vulnerable children and communities, and the chance to develop your skills as part of an innovative, grassroots organisation.

Key roles and responsibilities:

Strategic partner: Ensure coordination, good communication and compliance of HR/Administration systems and procedures with Mkombozi leadership and staff. Support the identify priority policy development needs and provide input as needed in accordance with Tanzanian Labour Laws and with Mkombozi policies. Support, represent and report on the legal requirements and needs of the organisation. You will also be responsible for building Mkombozi's contacts and credibility with government actors and for projecting Mkombozi as a professional and effective organisation. You will represent Mkombozi at meetings with central and local government levels, and other NGOs/CSOs, when necessary.

Administrative expert: You will supervisor the drivers and coordinate the use of Mkombozi's vehicles and their maintenance, insurance and establish and maintain a 'Professional Driver's' Job Description and Code of Conduct. You will support the development of a vehicle and maintenance policy. You will ensure that the drivers collect mail every other day and purchase an office newspaper on a daily basis. Through the supervision of the cleaners you will ensure the overall cleanliness of the centre. You will take the lead, as the in-house expert and manage all immigration issues and processes. You will be the point person in all maintenance of office equipment: i.e., copier, folding machine, computers etcetera, notifying the ACTT Officer as appropriate. You will be responsible for ensuring that all of Mkombozi's insurance coverage is up to date. On behalf of Mkombozi, you (together with a Children's Programs Social Worker) will enter into agreements with landlords of group houses for Mkombozi youths and of Mkombozi's offices and residential centre. You will be responsible for building maintenance and security. Developing workable contracts with Security Firms, compliant with our child protection practices and policies. You will maintain a current list of key holders and provide keys to personnel as needed. You will collect keys and lock the offices when people leave as appropriate. You will ensure that new staff fill NSSF forms and are registered members of NSSF and you will liaise with NSSF for staff health benefits and any other aspects related to that NSSF. You will issue staff IDs. You will update and distribute the Leave Report and Immigration Report as appropriate.

Change agent: Oversee the orientation process for all incoming, staff, volunteers, interns. You will be responsible to ensure that when staff leave the organisation that the Exiting Check List is completed and signed-off. You will ensure that all staff are trained and understand all new policies as related to Administration.

Change agent: You will assist new recruits and volunteers in their settling in Moshi and Arusha, including seeking accommodation. You will organise staff recreation activities; and play an active role when death occurs among staff or Mkombozi children.

Minimum qualifications:

Candidates from varied backgrounds will be considered; however applicants must have at least a Bachelors of Arts degree. Demonstrable experience in management of office systems will be a significant advantage. The ability to manage relationships with a variety of people and to maintain efficiency in the face of chaos will be critical to the success of this post. The ability to appreciate and articulate the distinctive ethos of Mkombozi, and to work both independently and with Tanzanian and foreign staff will also be critical to the success of this post.

Skills and experience:

Two to three years experience in office management. Strong organisational skills, with ability to multi-task. Be courteous, prompt, and have exceptional attention to detail. Ability to operate under pressure and meet deadlines. Able to work independently on projects and also collaborate as a strong team member. Able to work independently on complex and confidential administrative tasks. Experience in composing clear and accurate correspondence. Able to create an environment that is inviting to people passing through on a daily basis. Ability to make sound decisions in accordance with rules, regulations, and policies. Exceptional relationship and communication skills, with adults and children and also cross-culturally. Demonstrable competence in the use of Microsoft Word, Excel, Access Database. Oral and written fluency in English and Kiswahili, including spelling, grammar, and punctuation.

Child Protection Policy:

As a child-focused organisation, Mkombozi is committed to the protection of children; therefore all selected candidates will: successfully participate in a Child Protection screening; and will receive background checks for "working with vulnerable people" in accordance with Mkombozi Child Protection Policies and Procedures.

Terms and conditions:

Salary and benefits correspond to Mkombozi's salary structure and employment policy / procedures. Beginning as soon as possible, positions are full-time offered for a period of 24 months with the first 3 months as a probationary period. Qualifying applicants will be required to undergo a recruitment process that includes a series of opportunities to apply and demonstrate their skills.

■■■ APPLICATION PROCEDURE ■■■

Send your application by e-mail OR post (details below). Please include a resume and cover letter, clearly demonstrating how you meet the qualifications of this position. We thank all candidates, but due to the volume of applications received, only those who are short-listed will be contacted.

Tanzanian applicants will be prioritised.