



Job Description

Office Administrator/Receptionist

Reports to: Network Accountant

Duty Station: Dodoma, Tanzania

Contract Type: Fixed term for 3 years

Start Date: February 2022

Background

Tanzania Early Childhood Development Network (TECDEN) is a national umbrella network of Early Childhood Development (ECD) Civil Society Organisations working to promote Early Childhood Development in Tanzania by influencing change in policies, programmes and practices. Our work aims to impact the children holistic development, inspired by a vision that the rights and needs of all infants and young children must be realised to survive, grow, and develop to their full potential. TECDEN has been in operation since 2000 and is a leading platform for ECD dialogue coordination among civil society, government and other stakeholders.

TECDEN, in partnership with Children in Crossfire Tanzania, has recently secured funding from the Conrad N. Hilton Foundation to deliver an ambitious three years project championing ECD policy and programming advocacy. The project to be popularly known as “Mtoto Kwanza” will provide lead support to the government of Tanzania and the wider ECD stakeholders in supporting the implementation of the anticipated National Multisectoral ECD Programme (NM-ECDP) at national, regional and council levels.

Job Purpose

The Office Administrator/ Receptionist will provide support to office administration and front desk based activities.

Key Responsibilities:

- Attend the front desk by receiving all visitors in a professional style
- Ensure Office cleanliness and arrangement
- Ensure office supplies are available
- Ensure that visitors are well attended and sign the visitors book
- Inform and direct visitors to the relevant staff member
- Receive all incoming telephone calls in a professional style and direct to relevant staff member
- Provide support to printing, photocopying and scanning of the documents

- Take messages for all staff members and ensure that they get their messages on time
- Prepare coffee/tea for visitors as requested or appropriate
- Undertake any other reasonable duties as assigned by the line manager

Qualifications, Knowledge and Experience

- At least a Diploma in Social or business studies or related field
- Administrative/Secretarial Diploma from a recognized institution.
- Experience working in a busy office
- Proven ability to work with minimum supervision
- Exposure to Non-government organization work environment
- At least 1-3 years' experience working in a similar position.
- Computer literate and competent in using Word and Excel
- Excellent verbal and written communications skills in Kiswahili and English
- Hardworking and willing to learn
- Smart, polite and assertive
- Ability to work with people of different cultures
- Strong verbal and written communication skills in English and Swahili
- **Female and Dodoma resident are encourage to Apply**

Child Safeguarding:

TECDEN is committed to keeping children and vulnerable adults safe, so our selection process, which includes rigorous background checks, reflects our commitment to protecting children and vulnerable adults from abuse.

Interested and motivated candidate are highly encouraged to send CV and cover letter by email to: recruitment@tecden.or.tz

Please state in the subject field the title of the position: **Office Administrator/Receptionist**
The Deadline for submission is: 11pm EAT on Wednesday 26th January 2022.