MS-TCDC invites applications for three vacant positions as:
HR OFFICER
CASHIER
ASSISTANT STORE KEEPER

MS-Training Centre for Development Cooperation is a non-profit training institution located in Usa River outside Arusha. We are looking for three new colleagues to strengthen our Administrative Division.

Position A: HR Officer
The HR Officer is responsible for human resource management and staff development, including people management, communication and basic counselling, writing job descriptions, conducting staff performance evaluations, identifying training and development opportunities and organizing staff training activities.

Position B: Cashier
The Cashier is responsible for maintaining high level cash office functions and customer service to our guests as well as internal customers.

The Cashier's duties include accurate and efficient handling of cash register operations; creditor and debtor management; maintaining payroll; and safeguarding company assets.

Position C: Assistant Store Keeper
The Assistant Store Keeper is operating the MS-TCDC stores together with the Store Keeper. Responsibilities include daily servicing of users of the stores, daily update of computerized stores ledgers (Navision) and handling the ordering and receiving of deliveries to the stores.

Full details for both positions can be found at www.mstcdc.or.tz.

Women are strongly encouraged to apply.

Required Personal Skills
- High levels of integrity and self-initiative.
- Team player with good interpersonal skills.
- Good communication skills.

Required Qualifications and Experience
- HR Officer: Degree in human resource management and proven skills and experience in HR and OD.
- Cashier: Accounting Technician Level (ATEC)
- Assistant Store Keeper: Minimum a Technician certificate in Procurement and Logistic Management recognized by NBMM
- For all: Minimum three years practical and relevant experience. Computer skills in MS Word, Excel and one or more financial packages, preferably Navision.
- Good written and spoken English.

Conditions
MS-TCDC offers a challenging international work environment within our well-equipped campus, catering for more than 1500 course participants each year. A five year contract and an attractive package based on qualifications and experience will be offered to the successful applicants.

Practical Information
Interested candidates can send their applications electronically written in English enclosing detailed CV, copies of academic testimonials, names of two referees, a letter of introduction and complete contacts including telephone number to the e-mail below not later than **3rd December 2012**. Please write clearly which of the position is being applied for. Only short-listed candidates will be contacted.

MS Training Centre for Development Cooperation has 40 years experience in providing high quality training, consultancies and conference facilities to civil society organisations and their partners.

MS-TCDC

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