

VACANCY

DISTRICT EXECUTIVE OFFICER

1. To be head of the office.
2. To recruit new members and maintain the old ones.
3. To inform/involve chairman on the day to day running of the office.
4. To keep office records including members' records.
5. To act as secretary during the management meetings that includes taking of minutes during the said meetings.
6. Handling of cheque books, books of accounts and office assets.
7. To perform any other duty that will be assigned by the Management.

QUALIFICATIONS:

1. Bachelor Degree in Marketing or Business Administration with at least 2 years experience.
2. Diploma in Marketing or Business Administration with at 2 years experience.
3. Women are highly encouraged to apply.

Deadline is Wednesday 22nd March 2017

All applications should be addressed to:

**REGIONAL EXECUTIVE OFFICER,
P. O. BOX 62083,
DAR-ES-SALAAM**

OR: can be sent to: chekanao@yahoo.com