Job Opportunity

The Alliance Francaise of Dar es Salaam seeks to recruit an **Administrator** with a skillset matching the following profile:

Position title **: Administrator**
Contract **: One year Fixed-Term Contract (subject to renewal) with a probationary period of six months**
Education **: University or Associate Diploma in Administration / HR / Translation or equivalent**

Description : Under the supervision of the Director of the Alliance Francaise of Dar es Salaam, the Administrator will assist the Director by performing a wide variety of responsible clerical, technical, administrative, and office support duties.

Main Job Tasks and Responsibilities:

Secretarial Duties:

- Perform general clerical duties to include but not limited to photocopying, faxing, mailing, typing and filing, etc.
- Answer and transfer phone calls
- Attending meetings, taking minutes and keeping notes
- Greet visitors and determine whether they should be given access to specific individuals
- Receive and send correspondence
- Manage and maintain executives' schedules
- Handle incoming and outgoing mail
- Preparing correspondence on the Director's behalf
- Commissioning work on the Director's behalf
- Liaising with staff, clients, etc.,
- Sourcing and ordering stationery and office equipment

Translation services:

- Source translators for translations to be made; make sure that the translations are paid for, give translations for verifications and corrections if needed, pay the translator(s) for the services provided.
- Regularly monitor the translation market in Tanzania
- Provide Interpreters for Companies when needed

Assisting HR :

- Provide general clerical and administrative support to the Human Resources Division; compose and type letters, and other correspondence related to assigned human resources programs and activities;
- Any other duties as may be assigned by the Director of Alliance Francaise

Education and Experience

- University or Associate Diploma in Administration / HR / Translation or equivalent
- 1 - 3 years experience
- MS Office

Key Competencies

- Business letter writing and the standard format for typed materials.
- Customer service and public relations methods and techniques.
- Planning and organizing
- An ability to work according to deadlines
- Good at juggling tasks and prioritizing
- A desire to show initiative
- Attention to detail
- Teamwork
- Communication English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar skills
- Knowledge of French is an asset

Submission of applications:

Please submit your application in English (letter of interest + CV) to director@afdar.com or leave it at the Reception of Alliance Francaise.

Deadline for submission: **1st October 2013**

ALLIANCE FRANÇAISE
Your French Language and Cultural Centre in Dar es Salaam