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Dar-es-Salaam
TANZANIA

Plot 274, Block D
Bagamoyo Road, Kunduchi
Dar-es-Salaam
TANZANIA

Cert of Incorp : 71729
TIN Reg No.: 108-443-650
VAT Reg No.: 40-004181-O

www.afrika.net

Date: 03 November 2017

VACANCY ANNOUNCEMENT

Afrisa Consulting (Pty) Ltd (Afrisa) is a registered entity in Tanzania, with offices in South Africa to deal with both **engineering** and **management consulting** services for the local authorities, provincial and national government, international organisations and the private sector from blue chip to emerging entrepreneurs.

AFRISA Engineering Consulting provides Consulting Civil and Structural Engineers with extensive knowledge and experience in the Built Environment, specifically township development (roads, storm water management, water reticulation networks and sewer networks) as well as in the structural design of building foundations under various founding conditions.

AFRISA Management Consulting integrates and leverages Public and Private sector experience and expertise in areas of strategic planning, leadership development, capacity building, risk management and governance.

The company hereby invites applications from a competent and experienced Male personnel to fill the following post: -

1.0 RECEPTIONIST– 1 POST

1.1 Duties and Responsibilities

- Servicing as the Primary receptionist,
- Maintaining office operations by receiving and distributing communications,
- Ordering, stocking and distributing office supplies,
- Providing direct administrative support to the administrative department,
- Organizing and maintaining paper and electronic files,
- Assisting with project tender preparations,
- Maintaining Projects Updates sheet,
- Performing miscellaneous job – related duties as may be assigned by his supervisor.



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1.2 Qualifications and Experience

- Must be a holder of Advanced Diploma in Secretarial studies, Administration or equivalent qualifications.
- Must be able to speak both English and Swahili language
- Experience in Secretarial/Administration issues will be an added advantage.

1.3 Remuneration

According to Company Pay Scale.

2.0 Mode of application

All applications should be sent via lightness@afrika.net cc saule@afrika.net not later than 10th November, 2017 at 10:00hrs.

Only shortlisted applicants will be contacted.