



# HUMAN DEVELOPMENT TRUST (HDT)

## HEAD OFFICE

PLOT NO. 16 MIKOCHENI INDUSTRIAL AREA, COCA COLA ROAD

FIRST FLOOR, JOSAM HOUSE,

P.O. Box 65147, Dar Es Salaam-Tanzania.

Tel: +255 22 2772264/86, Fax: +255 22 2772299

Website: [www.hdt.or.tz](http://www.hdt.or.tz). Email: [info@hdt.or.tz](mailto:info@hdt.or.tz)

<b>Job Title:</b>	<b>Administrative Officer</b>
<b>Department:</b>	<b>Finance and Admin</b>
<b>Budget responsibility</b>	<b>Low</b>
<b>Immediate Superior:</b>	<b>Director of Finance and Admin</b>

HDT works on three pillars namely **Policy analysis and advocacy**, **Capacity building** and **Service Delivery**. HDT whose head office is based in Dar Es Salaam and two regional offices in Mbeya and Kagera. We are seeking Tanzanian, dynamic professional to fill the post of Administrative officer.

### Role of Administrative Officer:

Reporting to the Director of Finance and Administration, You will provide communication, coordination, daily administration, and planning for the head office in Dar ES Salaam. You will thus manage the administrative tasks that are required to ensure the smooth operation of a firm or an organization.

### Specific roles:

#### *Human Resources.*

- Support recruitment, induction of new staff, manage staff attendance and appraisal of staff in the department.
- Maintain and regularly update properly all staff personnel records i.e. contracts, leave records etc.

#### *Administration*

- Maintain partner's and staff data base and communicate to them as and when required.

#### Development for all

**Mbeya Regional Office**  
P.O Box 333, Tukuyu, Mbeya  
Tel/fax: +255 252552217

#### FIELD OFFICES

**Kagera Regional Office**  
P.O Box 108, Ngara, Kagera  
Tel/fax: +255 732 983 253  
Mobile: +255 718 328 382  
Office: Posta Building, Near Rulenge Police Station

Office: KKKT Konde Diocese (behind NBC)

- Coordination of all administrative activities from head office and regional office in liaison with Finance department
- Undertake daily administration at head office in DSM including managing logistics, office Assistant and staff as may be appropriate
- Maintain office communication through emails, telephone, tele-conference as required

**Personal specifications.**

Experience resolving problems, managing conflict, and using [computer](#) systems is very important. The ability to handle pressure, work under time constraints, and deal with conflicting priorities is added advantage

1. Degree or Advanced Diploma in Business administration or Human resource
2. Experience of two years or more in office administration, procurement, and human resource management in reputable organization(s).
3. Computer literate (Microsoft word and excel is a must)
4. Demonstrative strong interpersonal and supervisory skills
5. Valid Driver's License
6. Fluent in English and Kiswahili and efficient communicator
7. Must be able to work extra hours

**Mode of application:**

If you have the above personal specification, fill the application form and submit hard copy or soft copy to HDT. Soft copy should be submitted to [jobs@hdt.or.tz](mailto:jobs@hdt.or.tz) and hard copy should be mailed to Executive Director P.O.BOX 65147.

**Only shortlisted candidates will be contacted.**

Application forms must be submitted by Friday 6<sup>th</sup> May 2011 before closure of business.

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