

# VACANCY ANNOUNCEMENT

## Summary

<b>Position:</b>	<b>Office Assistant (1 post)</b>
<b>Reports to:</b>	<b>Site Supervisor</b>
<b>Job Nature:</b>	<b>Contract</b>
<b>Location:</b>	<b>Mtwara – IHI Site Office</b>
<b>Apply by:</b>	<b>March 28, 2019</b>

## Institute overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research and policy translation.

## Position Summary

IHI is looking for an **Office Assistant** to fill a vacant position at the IHI Mtwara Site Office. She/he will be responsible for handling all day to day activities of the office.

## Duties and Responsibilities

- Clean the office, washrooms and the compound surrounding the office.
- Distribute official letters/documents as per supervisor's instructions.
- Photocopy official documents as needed.
- Support data entry.
- Prepare office tea/coffee and wash the dishes.
- Undertake any other tasks that the supervisor shall reasonably require from time to time.

## Qualification and Experience

- Form IV/VI, preferably with a certificate in secretarial duties.
- At least two years of work experience.

## Skills and Competences

- Ability to use computer for data entry.
- Ability to work under minimum supervision but also within a team.
- Good/excellent writing and verbal communication skills.
- Excellent attention to detail.
- Adhere to IHI core values (Transparency, Accountability, Respect, Integrity and Initiative).

## Remuneration

An attractive and competitive remuneration package will be offered to a successful candidate as per IHI salary scales.

### Ifakara Branch

Off Mlabani Passage  
P.o. Box 53 Ifakara  
Phone: +255232931572

### Dar es Salaam Office

Plot 463, Kiko Avenue, Mikocheni  
P.o. Box 78,373 Dar es Salaam  
Phone: +255222774756

### Bagamoyo Branch

Inside District Hospital  
P.o. Box 74 Bagamoyo  
Phone: +255232625164

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### Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All recruitment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the address below. **The deadline for this application is 1700hrs, March 28 2019.**

**Please**, indicate on the application envelope or email subject line the position you are applying for: **OFFICE ASSISTANT.**

**Please, note:** Only shortlisted applicants will be contacted for interview.

**Human Resources Manager,  
Ifakara Health Institute,  
Kiko Avenue, Mikocheni,  
P. o. Box 78373,  
Dar es Salaam.  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)**

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