

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Office Assistant – 1 post  
**Reports To:** Project Manager  
**Work Station:** Dar Es Salaam  
**Apply By:** November 25, 2024

### 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, service delivery and policy translation.

### Position Summary

**Ifakara Health Institute** seeks a qualified and experienced **Office Assistant**. The Office Assistant will play a critical role in maintaining a positive, welcoming, and productive environment. They will have the opportunity to interact with all levels of staff, as well as office guests. This position requires a highly organized individual responsible for supporting the management, administration, and smooth running of the office. The Office Assistant will also need to have basic skills in commonly used computer software used for sending emails, managing calendars, ordering supplies, printing and scanning documents, sending virtual meeting invitations, and managing conference room supplies and equipment.

### Duties and Responsibilities

- Attend visitors and direct them to meet right people.
- Coordinate cleanliness and make sure that the office is kept neat and orderly.
- Replenish office consumables such as water, tea, sugar, and cleaning materials and ensure are always available.
- Deliver office documents to the respective staff/ person for action and dispatch documents/parcels to staff or other places.
- Arrange the conference room during the office meetings and provide supplies requested at the meetings.
- May also be responsible for taking inventory of office supplies and communicating with main office/vendors for replenishment.
- Answer and transfer phone calls, and run errands on behalf of employees to the main office and other places.
- Assist employees in making, scanning copies and filing documents as requested.
- Interact with staff on their daily operations by providing support during meetings and distributing papers for meetings, notifications and other materials.
- Assist with administrative work such as recording documents, stamping documents and file keeping.
- Report any fault /damage that occurs on office equipment to be repaired.
- Performing other administrative tasks when required.

#### Ifakara Branch

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

#### Dar es Salaam Office

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

#### Bagamoyo Branch

Kingani Area  
P.O. Box 74 Bagamoyo  
Phone: +255232440065

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### Qualification and Experience

- Form IV/VI with certificate/diploma in Office Administration and Management or equivalent.
- One to two years of experience in general office assistance.
- Certification and knowledge in data entry, and record management.
- Must have knowledge of common office software products to manage schedules and paperwork.
- Must be fluent in Kiswahili and English, and French and/or Portuguese language will be an added advantage.

### Skills and Competencies

- Flexibility and the ability to prioritize new tasks as they come.
- Excellent communication and listening skills.
- Good customer service skills, must be able to speak clearly over the phone and in person to communicate with both colleagues and clients.
- Must recognize, retain, and preserve confidential information.
- Knowledge and experience working with general office equipment (phones, printers and copiers).
- Adhere to IHI core values (Integrity, Initiative, Equity, Excellence, Accountability).

### Remuneration

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

### 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 employment 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 email address below.

The **deadline** for this application is **12:00hrs on Monday, November 25<sup>th</sup> 2024**. All e-mail application subject lines should include: **Office Assistant – MAP EA Node. Only shortlisted applicants will be contacted for interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
Plot 463 Mikocheni  
P.O. Box 78,373  
Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)

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