



SVERIGES AMBASSAD

Embassy of Sweden - Dar es Salaam

# EMPLOYMENT OPPORTUNITY

The Embassy is responsible for representing and promoting Swedish interests in Tanzania and has approximately 40 employees. The overall tasks of the Embassy include supporting business and trade, development cooperation, and consular and visa services.

The Section for Administration, Consular Affairs and Migration consists of 13 staff members and is responsible for a range of tasks including operational and financial planning, budget, logistics and maintenance. The section is also in charge of consular affairs and migration.

## ARCHIVIST/CONSULAR ASSISTANT

We would like to invite applications from suitably qualified candidates for the position Archivist/Consular Assistant. The job holder will report to the Third Secretary.

### Duties and responsibilities:

The role involves duties related to the Embassy's archive and handling of public and official documents as well as assisting in consular cases.

Specifically, the Archivist/Consular Assistant will support the third Secretary with:

- Registration, filing and case management of public and official documents.
- Handling consular cases
- Provides written and oral replies to public inquiries on consular issues.
- Second hand responsibility for the receptionist
- Perform other duties assigned by the Head of Chancery and Third Secretary.

### Qualifications, Skills and Experience:

- Degree in archiving, document handling or relevant field.
- Excellent command of written and spoken English.
- Minimum 2 years relevant experience in administration and archiving
- Excellent command of written and spoken English.
- Demonstrated experience and proven skills of working in internet based office management systems and programmes.
- Strong administrative attention to detail and good knowledge of digital and traditional archival procedures.
- Excellent interpersonal communications and team working skills.
- Merits include proficiency in Swedish and/or Swahili as well as experience from similar organisations.

If you are interested in this exciting and career rewarding opportunity, e-mail us your CV and cover letter as one attachment (Maximum 5 pages). Your cover letter should explain your suitability for the job. Please, do not include your certificates. Write "ARCH" in your e-mail subject line. The deadline is 5<sup>th</sup> July 2019. Only short-listed candidates will be contacted

*We regret the vacancy is not ideal for fresh graduates.*

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