



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.

ADMINISTRATIVE ASSISTANT

We would like to invite applications from suitably qualified candidates for the position of Administrative Assistant effective from August 2019. The job holder will report to the Head of Chancery.

Duties and responsibilities:

The successful candidate will have demonstrated administrative, organizational and communication skills. Specifically, the Administrative Assistant will support the Head of Chancery with:

- Write, translate and proofread documents, reports, and contracts in Swedish and English
- Procurement, including purchase of office supplies and goods from Sweden.
- Keep inventory lists updated and in order.
- Develop and maintain records on administrative routines, both in hard copies and electronically.
- Keep and update contact lists.
- Introduction of new employees.
- Organizing workshops and planning days for the section and the Embassy. Take minutes at internal meetings and planning days.
- Perform other duties assigned by the Head of Chancery.

Qualifications, Skills and Experience:

- Excellent command of written and spoken Swedish and English.
- Degree in relevant academic field.
- Prior administrative experience.
- Excellent Microsoft Office skills.
- High level of professional integrity and service mindedness.
- Excellent interpersonal skills and ability to work in a team
- Attention to details
- Merits include proficiency in Swahili as well as experience from Swedish government agencies or international 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 "ADMA" in your e-mail subject line.

The deadline is Friday, 5th July 2019. Only shortlisted candidates will be contacted.

Executive Search and Selection Division
Prospect Africa Limited
e-mail: recruitment@prospect-africa.net

