

Job advertisement

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC). The aim is to make the world a place without hunger, where people live together in harmony. In Tanzania it was officially established in 2005 and our efforts work towards creating environment where children's rights are protected and sustainable development of communities through empowerment, leadership and ownership.

Good Neighbors Tanzania (GNTZ) has registered a sister Company - Microfinance Institution which aims to transform existing revolving funds operated in GN Partnership Countries into official Micro Financing Institutions, to ensure affordable financial services for the underserved and seeks to promote inclusive social economy.

Good Neighbors Tanzania is looking for a motivated, experienced Office Assistant to join our newly established microfinance Institution on the following roles;

Position: Office Assistant

Reports to: Loan Officer

Location: Head Office, Dar es Salaam

Contract Duration: 10 Months (Contract extension is subject to performance and/or mutual agreement).

Under the overall authority of the Chief Executive Officer of Good Fund Microfinance Limited (GFMLTD), The Office Assistant is expected to Maintain the cleanliness and supporting the administrative functions of the Good Fund Microfinance Limited (GFMLTD). The position involves ensuring the Office is clean internally and managing repairs and service for Office building and GFMLTD Assets. The Office Attendant will also liaise with the Loan Officer to ensure the proper implementation of Administration in alignment with GFMLTD policies and procedures

Duties and Responsibilities

- Perform photocopying and binding of office documents as needed
- Perform Printing and ensuring the filling of all documents in the file
- Serve as backup to the receptionist by answering questions, forwarding messages, confirming customer orders, and keeping customers informed of order status
- Clean and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents etc.)
- Notify management of deficiencies or repair needs, and make adjustments and minor repairs.
- Coordinate and prepare for meetings and special events, including reserving conference rooms and arranging for refreshments and necessary equipment.
- Maintain cleanliness and order within office premises.
- Ensure the office, reception area, and boardrooms are neat and orderly.
- Support staff by moving documents around the office.

- Prepare tea and arrange lunch for staff.
- Maintain kitchen inventory, including initiating purchase requests for kitchen, cleaning, and toiletry supplies.
- Perform any other duties as assigned by the supervisor.
- Organize filing system and record keeping for important and confidential company documents.
- Drafts administration forms and other related documents.
- Maintain company calendar, schedule meeting and events.
- Design and develop promotional materials.

Qualification, experiences and competencies

- Ordinary Level Certificate of Education (O Level Certificate)
- Secretarial course is added advantage
- Excellent interpersonal skills
- Job-related experience and knowledge
- Interpersonal – Relates and works very well with people from different cultures with diverse groups of people in multicultural, team-oriented environments and backgrounds.

Application Instructions:

- All interested candidates who meet the above requirements, please [Click here](#) to apply for the position on or before **21th February 2025**.
- When applying, please attach a detailed curriculum vitae containing complete names and addresses (postal, email, phone), and names and contact details of three referees (one should be current or previous employer).
- All applications should be addressed to Country Director, Good Neighbors Tanzania, P.O. Box 33104, Dar es Salaam.
- Only shortlisted applicants will be contacted through their active mobile numbers and email addresses.
- Good Neighbors Tanzania will not be responsible for transport or/and accommodation during the interview, there will be no refund for the expenses incurred.
- Good Neighbors Tanzania has a zero tolerance to any harm or sexual exploitation and abuse against any beneficiaries (or program participants). Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) is everyone's shared responsibility and all GN employees and partners are required to adhere to GN's Code of Conduct both during and outside working hours. Familiarization with and adherence to the GN Safeguarding Policy and Code of Conduct is an essential requirement of all employees and partners, in addition to related mandatory training. All applicants interested in working with GNTZ must ensure that they understand and act in accordance with this clause. Please [Click here](#) to access and review the GN Safeguarding Policy.