



1. Receptionist – For an International company

Location: Tanzania

Deadline: 23/07/2025

Job Description

POSITION IN THE ORGANISATION

Reports to: Administration Officer

Staff Managed (directly supervised): 0

Staff Managed (indirectly): 0

MISSIONS/JOB DIMENSIONS

The Receptionist provides the first point of contact for our client's office visitors and external stakeholders. The role is essential for maintaining a professional front-office environment, supporting administrative operations, and ensuring that communication channels are managed efficiently and courteously.

ACTIVITIES

- Welcome and direct all our client office visitors professionally and efficiently
- Manage the reception desk, ensuring a tidy and welcoming environment at all times
- Handle incoming phone calls, direct them appropriately, and take accurate messages when required
- Manage and log all incoming and outgoing mail, couriers, and deliveries
- Maintain visitor records in accordance with our client's security procedures
- Respond to general inquiries and provide basic information about the organization
- Support meeting room scheduling, setup, and coordination of office events or external meetings
- Assist in the coordination of front-office supplies and equipment needs
- Provide administrative support such as photocopying, scanning, and filing as directed
- Liaise with facility management and security for access control and visitor protocols
- Ensure confidentiality and professionalism in handling sensitive information
- Support general administrative duties as assigned by the Administration Officer or Management

CONTEXT AND ENVIRONMENT

Our client's operational environment requires high standards of safety, professionalism, and regulatory compliance. The Receptionist role is central to first impressions of our client, handling daily interactions with stakeholders, partners, and staff. The front desk must operate in alignment with corporate values and security protocols at all times.

ACCOUNTABILITIES

- Ensure professional and courteous management of all front-office interactions
- Maintain office reception procedures in compliance with our client's corporate standards
- Protect our client's image by representing the company with professionalism and discretion
- Ensure accurate and secure handling of communications, documents, and visitor access

QUALIFICATIONS AND REQUIRED EXPERIENCE

- Diploma or certificate in Office Administration, Secretarial Studies, or related field
- Minimum of 3–5 years of experience in a similar front-desk or customer service role, preferably in a corporate or multinational environment
- Strong interpersonal and communication skills in English; Kiswahili is an advantage
- High level of professionalism, customer orientation, and personal presentation
- Proficient in office software (MS Word, Excel, Outlook) and use of multi-line telephone systems
- Ability to manage multiple tasks with attention to detail and prioritization
- Familiarity with front-office procedures and security protocols in corporate environments
- Ability to maintain discretion and handle confidential information appropriately
- Reliable, punctual, and well-organized

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2. Executive Assistant – For an International company

Location: Tanzania

Deadline: 23/07/2025

Job Description

POSITION IN THE ORGANISATION

Reports to: Deputy General Manager

Staff Managed (directly supervised): 0

Staff Managed (indirectly):

MISSIONS/JOB DIMENSIONS

The Executive Assistant supports the Executive Office by ensuring seamless coordination, administrative excellence, and efficient communication within our client's operations and with regional/global stakeholders. The role is critical in managing the offices of the General Manager

and Deputy General Manager, maintaining discretion, professionalism, and efficiency at all times.

ACTIVITIES

- Act as the key administrative assistant to the General Manager and Deputy General Manager
- Manage the Executive Office calendars, appointments, meetings, conferences, and internal/external events
- Serve as the primary point of contact between the Executive Office and our client's staff
- Greet and manage executive visitors in a professional and courteous manner
- Handle confidential communications, documents, and data securely
- Prepare reports, presentations, and documentation required for internal and external meetings
- Design, establish, and maintain a robust management information system for physical and digital files
- Operate standard office equipment and software applications; input and retrieve data accurately
- Manage document storage, retrieval, and archiving efficiently
- Coordinate preparation and dispatch of all official and confidential correspondences
- Monitor and control office supplies to ensure availability and proper usage within the Executive Office
- Organize travel logistics, itineraries, accommodation, and protocol for all trips by the General Manager
- Provide logistical support for corporate functions, visiting Group executives, and external consultants
- Maintain strong communication with our client's headquarters and global leadership teams to ensure information flow and operational alignment
- Build and maintain professional relationships with Executive Assistants in government, partner companies, embassies, and other key institutions

CONTEXT AND ENVIRONMENT

Our client's operations are expanding within integrated gas and downstream energy delivery, requiring close coordination across departments, external partners, and the wider corporate structure. The Executive Assistant plays a central role in ensuring strategic alignment and administrative efficiency across the leadership team.

ACCOUNTABILITIES

- Ensure professional management and confidentiality in all matters related to the General Manager's Office
- Enable the smooth and efficient functioning of the Executive Office
- Safeguard our client's information, digital assets, physical documents, and brand reputation.

QUALIFICATIONS AND REQUIRED EXPERIENCE

- University degree in Business Administration, Communications, Management or related field
- Minimum of 9 years of administrative experience, preferably in a multinational or multicultural corporate environment
- Demonstrated organizational skills, time management, and the ability to handle multiple priorities
- Strong knowledge of corporate procedures, stakeholder engagement, and internal communications
- High proficiency in computer applications (MS Office Suite, data/document systems, calendar tools)
- Fluent in English, with strong communication and interpersonal skills
- Familiarity with our client's organizational structure and global interface is an advantage
- Must maintain professionalism, discretion, and reliability under pressure
- Must be able to liaise with internal and external stakeholders across levels of seniority.

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3. Driver – For an International company

Location: Tanzania

Deadline: 23/07/2025

Job Description

Reports to:

Staff Managed (directly supervised): 0

Staff Managed (indirectly): 0

MISSIONS/JOB DIMENSIONS

The driver will support field and office operations by providing safe, efficient, and professional transportation services across our client's sites and facilities. The role ensures timely movement of personnel and materials while complying with all internal policies, safety procedures, and national regulations.

ACTIVITIES

- Transport our client staff and/or company materials to and from stations, supply depots, offices, and project sites
- Ensure timely arrival at destinations
- Provide administrative support when needed (e.g., document delivery, site pickups)
- Plan for delays due to traffic, road works, weather, or operational constraints
- Maintain professional interactions with staff, contractors, and stakeholders
- Ensure vehicles are fueled, clean, and ready for daily use
- Schedule and manage vehicle servicing and repairs in line with our client's transport policy
- Record daily mileage, fuel usage, and maintenance logs accurately

CONTEXT AND ENVIRONMENT

During current operating phases, the main objective is to ensure smooth and efficient transportation support for our client's downstream and integrated gas activities, while upholding safety, compliance, and operational excellence standards across Tanzania.

ACCOUNTABILITIES

Ensure safe and reliable transport services in support of all our client's operations, contributing to uninterrupted activities and compliance with internal safety and transport standards.

QUALIFICATIONS AND REQUIRED EXPERIENCE

- Must be between 30 and 50 years old, with at least 5 years of experience driving vehicles comparable to those used by our client (passenger vans, 4×4s, utility vehicles); capable of basic vehicle maintenance such as tyre replacement and fluid checks
- Education equivalent to Tanzanian Form IV (O Level); able to read and comprehend company manuals, policy documents, and transport instructions; proficient in English
- Hold a valid Tanzanian driving license (minimum class B), and any additional endorsements required for specific vehicle classes or trailers
- Licenses and permits must be maintained valid throughout the contract period, with renewals handled promptly by the contractor
- Possess valid Defensive Driving certification (refreshed every two years); contractor to provide refresher training alongside recognized off-road and trailer towing courses
- Certified in basic First Aid and basic firefighting, with annual refresher courses organized by the contractor
- Provide personal biodata endorsed by local authorities, including ID card copy
- Pass our client's medical fitness examination annually
- Be physically and mentally fit to operate vehicles under diverse field conditions
- Flexible and available for day or night shifts; willing to be deployed to any of our client's facilities or sites in Tanzania
- Drug- and alcohol-free; must pass our client's Drug & Alcohol testing protocols as required
- Submit a driver assessment report from an instructor or accredited driving school approved by our client

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