

VACANCY ANNOUNCEMENT

Position: Office Administrator and Secretary

Duty Station

Nyamirembe, Chato, Geita

Position Summary

The institution invites applications from suitably qualified and experienced candidates for the position of **Office Administrator and Secretary**. The successful candidate will provide comprehensive administrative, secretarial, and office management support to ensure the efficient operation of the institution. The role requires excellent organizational, communication, and computer skills, with a high level of professionalism, confidentiality, and attention to detail.

Minimum Qualifications

Applicants must possess:

- A **Bachelor's Degree** or **Diploma** or **Certificate** in Office Administration, Secretarial Studies, Business Administration, Public Administration, Human Resource Management, Information Technology, or a closely related field;

Professional certification in office administration or executive secretarial practice will be an added advantage.

Key Responsibilities

The successful candidate will:

- Provide administrative and secretarial support to management and staff.
- Manage correspondence, including drafting, typing, proofreading, receiving, and dispatching letters, reports, and official documents.
- Maintain an efficient filing and records management system (both electronic and physical).
- Organize meetings, prepare agendas, take minutes, and follow up on action items.
- Schedule appointments, manage calendars, and coordinate official events.
- Receive visitors and respond professionally to telephone calls, emails, and other inquiries.
- Prepare presentations, reports, spreadsheets, and other office documents.
- Manage office supplies and coordinate procurement requests.
- Maintain confidentiality of institutional records and sensitive information.
- Support human resource, finance, procurement, and academic offices with administrative tasks as assigned.
- Coordinate travel arrangements and logistical support for meetings and official activities.

- Ensure efficient office operations and compliance with institutional policies.
- Assist in maintaining digital records and document management systems.

Required Technical Competencies

Office Administration

- Office organization and management
- Administrative procedures
- Records and document management
- Filing systems
- Office communication
- Customer service
- Reception management

Microsoft Office (Advanced Proficiency Required)

Applicants **must demonstrate excellent knowledge and practical skills** in:

- Microsoft Windows operating system
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Teams
- OneDrive
- Microsoft SharePoint (basic knowledge is an added advantage)

The successful candidate should be able to:

- Produce professional documents and reports.
- Create and format complex Word documents.
- Develop spreadsheets using formulas, tables, sorting, filtering, and charts.
- Prepare professional presentations.
- Manage email communication and calendars.
- Organize and share documents using cloud-based applications.

Computer Applications

- Internet and email management
- PDF editing and document conversion
- File management
- Data entry
- Electronic records management
- Scanner and printer operation
- Video conferencing platforms (Microsoft Teams, Zoom, Google Meet)

Communication Skills

- Excellent written communication
- Excellent verbal communication
- Business correspondence
- Report writing
- Minute writing
- Professional telephone etiquette

Administrative Skills

- Meeting coordination
- Calendar management
- Travel and logistics coordination
- Event organization
- Inventory of office supplies
- Time management
- Multitasking

Language Proficiency (Mandatory)

Applicants **must be fluent in both English and Swahili**, with excellent written and verbal communication skills. The successful candidate must demonstrate the ability to:

- Communicate professionally in **English and Swahili** with staff, students, visitors, and external stakeholders.
- Draft, edit, and proofread official correspondence, reports, minutes, memoranda, and other institutional documents in both languages.
- Receive and respond to telephone calls, emails, and inquiries in a professional manner.
- Translate or interpret routine administrative communications between English and Swahili when required.
- Prepare presentations and conduct administrative communications confidently in both English and Swahili.

Personal Attributes

The successful candidate should demonstrate:

- High integrity and confidentiality.
- Professional appearance and conduct.
- Strong organizational and planning skills.
- Excellent interpersonal skills.
- Accuracy and attention to detail.
- Ability to work under pressure and meet deadlines.
- Initiative and problem-solving ability.
- Ability to work independently and as part of a team.
- Strong customer service orientation.

Salary and Benefits

This is a private institution. Remuneration will be offered in accordance with the institution's approved salary structure, which is **benchmarked against the Tanzania Government Service (TGS) Salary Scale**, taking into account the candidate's qualifications, experience, and responsibilities of the position

Application Procedure

Interested candidates should submit:

- Curriculum Vitae (CV)
- Copies of academic and professional certificates

To: **careers@rct.ac.tz**

If you do not receive an acceptance reply message from us in two days, please re-submit your application.