

VACANCY ADVERTISEMENT FOR ADMINISTRATOR

TNRF is a collective, membership-based civil society organization working to improve natural resource governance in Tanzania. TNRF premises its existence upon the recognition that the quality of governance fundamentally determines how natural resources are managed and how they support the livelihoods of Tanzanians. In this regard, TNRF aims to improve accountability, transparency and local empowerment in natural resource management by bringing together a diverse range of stakeholders and interests to share information, build collaboration, pool resources, and promote innovation towards common aims of better and devolved natural resource governance and management. As an organization, TNRF values a collaborative spirit, personal commitment attitude, values of integrity and transparency and determination to positively influence Tanzanian society. TNRF is presently seeking an individual to lead its administrative operations efficiently and energetically.

Main Responsibilities:

To develop and maintain TNRF's administrative systems and procedures, and to carry out the following duties:

- Office Management – Ensuring that the office is run in an efficient way, with appropriate systems and procedures implemented. Secretarial duties, including typing, filing, photocopying, and minute taking etc.;
- Management and security of TNRF's information technology;
- Handling general incoming emails and inquiries;
- Office management and administration, including maintaining on-line and off-line files and resources;
- Managing the logistics for all TNRF meetings, seminars and workshops.
- Handling and maintenance of office petty cash; when Accountant is on leave
- Handle logistics and Bookings for Guests, Workshops, and Meetings etc.
- Maintaining office Equipment, such as printers, computers, and photocopiers etc.
- Word processing letters, memos, agendas, presentations and reports.
- Record keeping – except financial records. This includes setting up a proper and indexed filing system and also ensuring that all monthly and quarterly reports are submitted to the Coordinator by the Secretariat;
- Recording Minutes from various Meetings (Steering Committee, Sub Committee, Team Meetings, and Annual General Meeting etc.)
- Office Management – Ensuring that the office is run in an efficient way, with appropriate systems and procedures implemented without undue bureaucracy;
- Personnel Management – Ensuring that the appropriate procedures for taking leave and developing their own professional development plans. This also includes liaison with immigration, labor and other government departments in regards to personnel management. The Financial Manager shall be responsible for the payroll, and the Coordinator for reviewing pay scales.
- Health and safety – Ensuring that appropriate health and safety measures are instituted and followed at all times;
- Store, Asset and Procurement Management
- Inventory Management – Ensuring that all TNRF hard and soft assets are inventoried and appropriately managed;
- Store Management – Ensuring that the store is appropriately stocked and managed;
- Procurement – assuring that procurement is carried out according to the Administration Policies in a timely manner with probity.

Qualifications:

TNRF is looking for a hard working and dynamic team member who has the following qualities and skills:

- A self-starter willing to take initiative, be self-evaluative and learn quickly;
- Good experience in financial management and reporting (familiarity with Quickbooks is highly desirable);
- Sound experience in administrative procedures;
- Computer literacy – a sound knowledge of general office and IT systems;
- Excellent organizational, interpersonal and time management skills;

Remuneration:

A two year renewable contract with three months probationary period will be offered based in Arusha. TNRF provides a competitive salary (USD 1500-1800 per Month) with benefits based on experience and qualification.

Deadline:

To apply, please send your application letter by post or E-mail stating clearly why you are interested in the position, together with full *curriculum vitae*, *relevant Certificates* and the names of two referees to:

The Deadline of Applications should be **29th January 2010**. Only candidates who will be short listed will be informed and invited for an interview.

The Coordinator, Tanzania Natural Resource Forum, P.O. Box 15605, Arusha. info@tnrf.org

TNRF IS AN EQUAL OPPORTUNITIES EMPLOYER