



Jumuiko la Maliasili Tanzania
Tanzania Natural Resource Forum
P.O Box 15605, Arusha Tanzania
Tel: +255 27 254 3053; Cell: +255 754 02 22 67
Website: www.tnrf.org

ADVERTISEMENT FOR THE POST OF A RECEPTIONIST/ ADMINISTRATIVE ASSISTANT

VACANCY ANNOUNCEMENT NUMBER:	AR – TNRF-2010- AA
START DATE/ DUTY STATION	01 JAN 2011/ARUSHA
<i>TNRF Core Values: Integrity, Professionalism, Respect for Diversity & the Environment</i>	

Applications are invited from suitably qualified candidates for the following vacant position at Tanzania Natural Resource Forum.

OVERVIEW:

Tanzania Natural Resources Forum, registered in 2006 as a non-government organization, is an advocacy and communication network made up of over 3,800 members. TNRF aims to promote the improvement of natural resource governance to achieve more sustainable rural livelihoods and better conservation outcomes by bridging the gap between:

- ☒ People's local natural resource management needs and practices, and
- ☒ National natural resource management priorities, policies, laws and programs.

As a catalyst for change and improvement in natural resource governance, TNRF works with communities, civil society organizations and the private sector to increase availability of information, advocate for better governance and environmental stewardship through collective action and innovate and adapt for enhanced economic and environmental outcomes.

In August 2010, TNRF entered a partnership with AcT (Accountability in Tanzania). TNRF will engage with AcT through the 'Learn, know, act!' initiative, which aims toward achieving TNRF's main goal: Policy and practice changed for the better. Through this initiative, the core capacity of TNRF to provide support to members will be strengthened considerably, and accordingly TNRF requires a Receptionist/Administrative Assistant (R/AA) to provide support to the Administrative Department in advancing these core activities.

The R/AA will assist the Administrator under whose guidance they will perform a variety of standard **Secretarial and Administrative** operations ensuring high quality and accuracy of work. TNRF is looking for a person with the flair to work in a busy reception area within a multicultural environment. The R/AA will have the exciting opportunity to be the member of a hard working and dynamic team and should possess excellent planning, interpersonal and time management skills with the ability to use judgment and initiative wisely, to work independently under pressure, meet deadlines, provide assistance for urgent assignments to enable other staff members to meet deadlines and be a self-starter willing to take initiative, be self-evaluative with the ability to learn quickly.

COMPETENCIES, QUALIFICATIONS AND EXPERIENCE

- Excellent written and verbal proficiency in English and Kiswahili which are the working languages of the Tanzania Natural Resource Forum are mandatory.
- Knowledge in use of Computer Applications especially in MS Office especially MS Word, Excel and PowerPoint and ability to use regular Office Equipment.
- Completion of Advanced High School education, plus a combination of relevant Certificates/Diplomas in Professional Secretarial and Administrative Operations.
- At least five (5) years experience working in National or International organizations.

TERMS AND CONDITIONS OF SERVICE:

1. Depending on professional background and experience, a competitive compensation and benefits package is offered.
2. This position is for a two (2) year contract term, subject to satisfactory performance in line with the TNRF Rules and Regulations and extension of the appointment is subject to the availability of funds.
3. The successful candidate will be subjected to a probation period of three months which will be included in the contract duration if the candidate is successful.

HOW TO APPLY

1. Interested candidates should submit their applications by registered mail, courier service or e-mail quoting the Position and Vacancy Announcement number on the application letter or email subject line. *(all soft copies should be in MS Word)* Applicants should choose one method of sending applications. **Duplicate Applications will be disqualified.** The deadline date for Applications is the 26th of November 2010.
2. Applications must be submitted with Resume and have the names and addresses of three referees, with day time telephone/cell phone contacts.
3. TNRF will only respond to those candidates who strictly meet the set requirements for the advertised positions. Please do not apply unless you have the required qualifications.
4. Only successful candidates will be contacted and at the interview should provide originals and copies of both academic and professional certificates and testimonials,
5. Last Performance Appraisal Evaluation should be attached to your application.

Please send your application to the address or e-mail indicated below before the deadline.

THE ADMINISTRATOR
TANZANIA NATURAL RESOURCE FORUM
P.O. Box 15605, Arusha, Tanzania
E-mail: s.gracias@tnrf.org

APPLICATIONS RECEIVED AFTER THE DEADLINE DATE WILL NOT BE ACCEPTED.