



Jumuiko la Maliasili Tanzania

Tanzania Natural Resource Forum

TITLE: ADMINISTRATOR
LOCATION: ARUSHA (FULL TIME POSITION)

TNRF is an Arusha based network organization that focuses on the improvement of natural resource governance in Tanzania. TNRF brings members and partners together and helps them to bridge the gap between their local natural resource management needs and practices and national natural resource management priorities, policies, laws and programs. TNRF's long term objectives are to see:

- Changed power relations;
- Changed perception and attitude.

Through these changes, TNRF hopes to see: Sustainable livelihoods, Sustainable resource use and Rights are adhered to. TNRF's overall purpose is to see natural resources contributing toward peace and prosperity for current and future generations.

To reach the above objectives and deal with the operational challenges along the way we constantly require further strengthening of our team.

We are looking for an energetic professional Administrator (Full time position) Located in Arusha to assist us in laying the foundation for the growth of our organisation supporting the department with Administration, Human Resource and Procurement the day-to-day transactions of TNRF. The purpose is to ensure support and logistic functions of the TNRF office well run, effectively organised, and to have a reliable efficient (human resource) administration.

Requirements/Qualifications:

You need to have:

- University first degree or an advanced Diploma in administration, human resources management or any other relevant field
- At least 4 years of relevant experience in office management
- Computer literacy in MS-Word, Excel and Power Point
- Fluent in English and Kiswahili
- Sound knowledge of Tanzanian fiscal legislation,
- Honest, diligent, team player, focused on deadlines and above 28 years of age.

Candidate profile

Refer to a separate document (job description) appended to this advertisement.

The package

- Competitive salary
- Medical cover as per company policy
- Many opportunities for personal growth

Interested Candidates for this job are kindly requested to send their CV accompanied by a cover letter to Ms. Patricia Tarimo p.tarimo@tnrf.org. Application deadline should be **15th February 2014**