The European Union Delegation to the United Republic of Tanzania and the East African Community is looking for a Secretary

Local agents
The European Union Delegation to the United Republic of Tanzania and the East African Community is looking for a Secretary reporting to the Head of the Natural Resources section. How to apply: Please send your application and supporting documents to DELEGATION-TANZANIA-HR-RECRUITMENT@eeas.europa.eu. The package should include a cover letter and detailed CV. The deadline for applications is: 31 July 2019

The European Union Delegation to the United Republic of Tanzania and the East African Community is looking for a Secretary

We are
The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development cooperation and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to the United Republic of Tanzania and the East African Community:

- Shares the values and interests of the European Union;
- Promotes fundamental rights, good governance and accountable democracy;
- Supports Tanzania's development agenda and sustainable development goals for a better life for all;
- Stimulates inclusive growth, private sector and job creation;
- Fosters regional peace and stability, economic integration and trade development

We offer
We offer a full time (37.5 hour's week) post of Secretary with Six months probationary period. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Secretary.

The post is allocated in salary Group III which has a minimum gross salary of 2,597,285 TZS per month.
We offer other entitlements as per European Union Human Resources procedures applicable to locally recruited staff. The definitive salary will be determined based on the professional experience of the successful candidate. We offer competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

Reporting to the Head of the Natural Resources section, the Secretary covers the following duties:

- Assist in maintaining good and effective positive working relations with all the representatives of the diplomatic missions of EU Member States, development partners and project stakeholders.
- Assist in the provision of general project management support or information as requested or specified by members of the section or Head of Section.
- Assist with the filing, storage, maintenance and destruction (as appropriate) of unclassified hard or soft copy data.
- Assist in the management of all consultancies/visitors relating to programmes or contracts in the section's portfolio.
- Assist with the representation of the EU Delegation in events organised locally.

**Selection Criteria**

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Compulsory requirement</th>
<th>Asset</th>
</tr>
</thead>
<tbody>
<tr>
<td>School leaving certificate</td>
<td>Bachelor Degree</td>
<td></td>
</tr>
</tbody>
</table>

| Professional experience | At least 4 years of experience in the areas of office administration | Project management |

| Knowledge of languages | Fluent in written and spoken English as well as Swahili | Knowledge of French will be an advantage |

| Knowledge of IT tools | Microsoft Office Suite, Excel |

**How to apply**

Please send your application and supporting documents to DELEGATION-TANZANIA-HR-RECRUITMENT@eeas.europa.eu. The package should include a cover letter and detailed CV.

**The procedure**

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include an interview if necessary - during this phase, the Selection Committee will assess the suitability of the candidates for the post. The candidates who have not been short-listed will not be contacted individually; however, the Delegation will use the same means of publication as for this Vacancy Notice to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

**The deadline for applications is: 31 July 2019**

www.eeas.europa.eu

**Source URL:**