Swisscontact is an independent foundation for international development cooperation operating in 36 countries. Since its establishment in 1959 it has promoted economic, social and environmental development through business-orientated, market-driven approaches.

We are now looking for a:

Office Manager: U-learn II

**Type of employment:** Fixed term
**Contract duration:** 2 years (August 2019 – June 2021)
**Duty station:** Mwanza, Tanzania
**Contract:** Local

**Job Profile**
The Office Manager provides administrative support to Swisscontact U-learn Project in Mwanza office by managing the reception and corporate internal and external communication, managing carpool and staff travel and other arrangements. Support in procurement of office supplies and handle petty cash. Ensuring good office working environment.

**Tasks**
- Handle the reception, incoming and outgoing calls, common e-mail and other materials
- Safety of company assets and records.
- Secretarial services management, including setting up and maintaining filing system
- Management of carpool and other travel arrangements.
- Organize travel arrangements, booking of hotels/accommodation meeting/workshop venues
- Responsible for writing the minutes of the team meeting.
- Supervise activities of security group and support staff.
- Preparation of Public Relation materials and events.
- With the approval of the Program Manager, prepare and circulate internal / external memos.
- Supervision of the maid, watchmen, gardeners within Swisscontact office in Mwanza.
- Management of all Swisscontact IT equipment, printers, server (under the supervision of the maintenance company), photocopy machine and digital camera, as well as any other electronic equipment.
- Fix appointments and when necessary research for information according to the needs of the project.
- Follow up on all the engagement of the program manager (agenda).

**Requirements**
- Degree in Business management or related field with an experience in administrative duties of at least 3 years. Basic knowledge of Private Sector operations.
- Good communication skills

Interested? **Email** an application to Celestine Bukango, Swisscontact Programme Manager U-learn II, Tanzania, celestine.bukango@swisscontact.org by 31st July.