



## **EMPLOYMENT OPPORTUNITY**

The Children's Dignity Forum (CDF) is a voluntary, private, non-governmental, non-partisan and non-profit-making Civil Society children's rights organization based in Dar es Salaam as its headquarters, founded and registered in 2006 under the NGO Act No. 24/2002. CDF has offices in Tarime District, Mara Region and Mpwapwa District, Dodoma Region. For more information about CDF, please visit us at [www.cdftz.org](http://www.cdftz.org), [www.facebook.com/cdftz](https://www.facebook.com/cdftz) and [Instagram@cdf\\_tanzania](https://www.instagram.com/cdf_tanzania).

Due to the strategic expansion along with the implementation of the new CDF Strategic Plan 2020-2024, CDF is looking for the qualified and motivated person to fill the following position with immediate effect:

### **FRONT DESK OFFICER (ONE POST)**

**Reporting:** Human Resource and Administration Officer

**Supervises:** None

**Duty station:** Dar es Salaam

The candidate will perform the following duties as listed below:

#### **Duties and Responsibilities**

- Making and answering phone calls and redirect them when necessary.
- Managing the daily/weekly/monthly agenda and arrange meetings and appointments.
- Assist and direct visitors and answer all inquiries from visitors
- Assist in supporting the administrative operations of the organization such as assist in ordering office supplies, maintaining the office equipment, and keeping the office well supplied.
- Write, deliver and responding to letters and/ or email of all types.
- Assist the staff in preparing and conducting all events and meetings.
- Maintaining filing systems, taking minutes, booking rooms, travel arrangements etc.
- Preparing and distributing papers and documents for meetings
- Perform other clerical assignments or special duties as delegated by Supervisor or Executive Director.

#### **Qualifications, Skills, Knowledge & Abilities**

- A candidate must have a "O" Level Education Certificate
- Attained full Secretarial Course and typing from recognised institution



- Hands-on experience with office equipment (e.g. copy machines and printers)
- Customer service attitude
- Conscientious and has the ability to manage multiple tasks.
- At least 3 years' working experience
- Demonstrated skill in data entry, word processing and typing.
- Must have the skills and ability to communicate effectively and properly both verbally and in writing
- Must be proficient in Micro Soft Word, Publisher, and Excel.
- Individual should be detail orientated, have organizational skills, and possess a pleasant personality
- Telephone Skills

**Remuneration:** An attractive package commensurate to the qualifications and relevant experience will be availed to the successful candidate.

Interested candidates should send their applications to Human Resource Officer via [hrrecruit@cdfz.org](mailto:hrrecruit@cdfz.org) or deliver in person at CDF's office located in Mwenge area, Plot No. 161/162, Mama Ngoma House, 2<sup>nd</sup> Floor, Dar es Salaam. Only short listed candidates will be contacted for interview.

**Application closing date: 25<sup>th</sup> November, 2018**

**Note:** For those sending their applications via email, please submit cover letter and recent Curriculum Vitae only in a single file.