



EMPLOYMENT OPPORTUNITY

OFFICE ASSISTANT

The Embassy of Denmark in Tanzania is seeking a highly organized and personable individual to join our team as a Receptionist, Consular Assistant, and Secretary. This role is pivotal in providing overall administrative support, managing the reception area, assisting with consular services, and maintaining efficient office operations. The Office Assistant will also be a backup for the Ambassador's Personal Assistant (PA). You will be answerable to the Chief Financial Officer (CFO).

You will be part of the Embassy's Administration Team. The main tasks of the Administration Team is to ensure a well-functioning Embassy by supporting all staff with service-oriented and operational tasks.

You will be responsible for the Embassy's reception area, as the receptionist, you are the face and voice of the Embassy. As a consular assistant, you will independently assist with consular and other citizen services. Lastly, the position also requires you to be able to assist with other crosscutting administrative tasks.

Key responsibilities and duties:

- Greet visitors and provide excellent customer service in person and on phone.
- Manage incoming calls, redirect them appropriately, and take messages when necessary.
- Maintain a clean and welcoming reception area.
- Provide administrative assistance to embassy staff, including scheduling appointments, managing calendars, arranging meetings, coordinate and book travel arrangements and accommodation for Embassy staff.
- Handle incoming and outgoing correspondence, including emails, letters, and packages.
- Maintain electronic and physical filing systems, ensuring documents are organized and easily accessible.
- Undertake general administrative duties, including expense settlement processing and calendar coordination.
- Assist Danish citizens and residents with consular services, including visa applications, passport renewals, and other documentation.
- Provide information and guidance on consular procedures and requirements
- Responding to travel and safety enquiries from Danish citizens and assist with emergency assistance to Danes in distress in Tanzania.
- Liaise with relevant authorities and agencies to facilitate consular matters.
- Assist with translation and interpretation (Danish-English-Kiswahili)
- Prepare and format documents, reports, and presentations as required.
- Assist with event planning and coordination including logistics and guest arrangement.
- Assist as a backup for the Ambassador's PA and contribute to cross-cutting team tasks such as events, receptions and functions planning.

Qualifications and requirements:

- Minimum secondary school certificate but additional academic education or experience in administration, hospitality, or a related field is also considered.
- Valid driving licence with good knowledge of traffic rules (an advantage).
- Excellent communication and interpersonal skills, with fluency in Kiswahili, English (both written and spoken). Fluency in Danish (both written and spoken) will be a considerable advantage.
- Strong organisational abilities and attention to detail.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Ability to handle sensitive information with discretion and confidentiality.
- Ability and interest in learning new tasks within both legally and technically challenging topics.
- Willingness to develop, improve and share knowledge with colleagues.
- A high sense of responsibility or service-mindedness.
- Flexibility to adapt to changing priorities and work independently or as part of a team.

If you are interested in this exciting career opportunity, send your single page application letter and updated CV (Maximum 5 pages) **as one file** to **Prospect Africa**. Write "**Office Assistant**" in your e-mail subject line. Do not send copies of certificates, letters of recommendation etc. Applications should not be sent directly to the Embassy.

The deadline for receipt of applications is 5th April 2024. Only short-listed candidates will be contacted. If you do not hear from us within 4 weeks after the closing date, kindly, assume your application was not successful. The selected candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to the appointment

Executive Search and Selection Division
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