



CAREER WITH BRAC TANZANIA FINANCE LTD

BRAC TANZANIA FINANCE LIMITED (BTFL) is the largest Microfinance organization in Tanzania with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically.

BRAC Tanzania Finance LTD is seeking applications from competent, dynamic and self-motivated individual to fill up the following position.

Job Location: Country Head Office, Dar es Salaam

Job Title: Executive Assistant

Job Responsibilities:

- Conserves the CEO time by reading, researching and routing correspondence, drafting letters and documents, collecting and analyzing information and initiating telecommunication.
- Maintains the CEO's appointment schedule by planning, scheduling, and coordinating meetings, conferences, teleconferences, and travel within or out of the country.
- Ensures the completion of assignments by following up on results with the departments that directly report to the CEO and make reports.
- Manage the leave roster for the CEO's team as well as approve leave requests and procurements for the CEO's departments.
- Manage all travel logistics for the CEO's trip including flight booking, online checking in, accommodation and transport on arrival.
- Ensures operation of equipment by completing preventive maintenance requirements, following troubleshooting malfunctions, calling for repairs, maintaining equipment inventories and evaluating new equipment.
- Managing both electronic and paper filing systems in compliance with applicable record-keeping requirements.
- Welcomes guests and customers to the office, in person or on the telephone and answers or directs their inquiries.
- Manage petty cash; make accountabilities and requisitions for any office supplies.
- Participate in departmental budget preparation and procurement planning for the CEO's Office.
- Organize regular performance appraisals for the CEO's direct reports and format all required reports and summaries.

Safeguarding

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals for safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

Required Qualifications and Experience:

- Must have a degree from the recognized university
- Minimum 5 years' experience in the related role under tight/busy environment.
- Experience working in a financial institution will be an added advantage
- Must have shorthand skills
- Excellent oral and written communication skills
- Excellent interpersonal skills
- High level of integrity and confidentiality
- Problem solving skills
- Planning and organizing
- Discretion, good judgmental skills
- Good team player with the ability to remain alert for long hours
- Ability to prioritize activities and work independently
- Handle correspondence and draft appropriate responses

How to apply:

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: recruitment.tanzania@brac.co.tz with a subject “**Executive Assistant**”.

The application deadline is 23.05.2025

Only shortlisted candidates will be contacted.

*****BRAC Tanzania is an equal opportunity employer and is against all forms of Exploitation, discrimination and harassment at workplace.**