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JOB DESCRIPTION

Position: Personal Assistant to the Country Director

Reports to: Country Director

Supervises: None

1. Scope of work:

The personal Assistant (PA) is required to work closely with the Country Director and make the best use of the Director's time by dealing with secretarial and administrative tasks in support of the Director's office. Since the incumbent is expected to be the first point of contact with people from inside and outside WWF-TCO, she/he must therefore be very well conversant with the customer care and WWF's aims and objectives. In most cases, the Director and the very senior management member of WWF will often rely on the PA, trusting that work will be handled efficiently (as instructed) in their absence. In view of this, confidence, innovation, creativity, fast learning, work performance, trustworthy, discretion, and confidentiality are the attributes of a successful Personal Assistant to the Country Director.

2. Specific Duties:

- Provide administrative, secretarial as well as Office Management support to the Country Director
- Screening local and international calls enquiries and request and handling them where appropriate.
- Receiving incoming mails and posts addressed to the Country Director and make sure they receive appropriate attention and priority.
- Dealing with correspondence and writing letters, emails as the Country Director may direct.
- Handle all documents, files and maintain a sound filing system for ease of information retrievals.
- Manage visitors and maintain Country Director Calendar.
- Manage travel and meeting arrangements including tickets, visas, travel advances etc for Country Director.
- Assist the Country Director in responding to queries on WWF-Tanzania Country office issues.
- Provide prudent linkage between the Country Director Office and the donor, Embassies partners and government institution and communities at large.
- Ensuring the Country Director office is well organized and tidy at all times.

- Any other duties as be assigned by the Country Director or any other person acting on behalf of the Director.

3. Qualifications and Experiences:

- a) A Diploma in Secretarial duties /Office Management/ Executive Secretarial or its equivalent. Candidates with an Advanced Diploma in relevant field of responsibilities would be preferred.
- b) At least 5 years of relevant professional experience in personal assistance and/or secretarial responsibilities. Three (3) years experiences with an International NGOs or Organization will be an added advantage.
- c) Good command of Computer Skills especially Ms-Office package.
- d) Short hand and effective minutes taking is necessary.

4. Other Skills and Attributes:

- a) Smart, charming and proven ability to portray good image of organization
- b) Proven writing and communication skills in both English and Kiswahili.
- c) Good clerical and administrative skills.
- d) Ability to work with a wide network organization.
- e) Flexible and ready to work extra hours in order to meet tight deadlines.
- f) An understanding of confidentiality issues and the use of discretion.
- g) Good organization skills and ability to work independently.
- h) Proven ability to work effectively with people from different backgrounds and cultures.
- i) An understanding /or interest on conservation and environment issues would be an added advantage.

5. Supervisory Responsibilities: Non

6. Working Relationships:

- a) Internal: Interact frequently with Senior TCO Management Team, Project Executive and Coordinators, all Supports Staffs, and WWF-Network.
- b) External: Interact frequently with Government Officials, Partners, Researchers, and Programme Office etc.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

MODE OF APPLICATION

Interested applicants may get the detailed Terms of Reference (ToR) through the following websites: https://www.wwf.or.tz/jobs_and_opportunities/jobs/ Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: hresources@wwftz.org by **Friday, 26th May 2023 at 3:30 pm**. Email Subject should read **“PERSONAL ASSISTANT POSITION”**.

Only shortlisted candidates will be contacted for the interview.

WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to fcci@wwftz.org