



THE FOUNDATION FOR AFRICAN EMPOWERMENT

Volunteer Role

Administrative Assistant

Background

Children with disabilities are the most stigmatized, discriminated and excluded in education and other aspects of society. They are the most vulnerable to violence, abuse, neglect and exploitation. Excluding them from realizing their rights to education makes them the most likely of all population groups to be living in poverty today and in the future.

The Foundation for African Empowerment (FAE) is a registered nonprofit organization founded in order to empower and change lives of children with disabilities. Its mission is to improve access to quality inclusive education for Tanzanian children with disabilities through providing support services, awareness raising and advocacy so that they can reach their full potentials and thrive in their communities. Our office is located in Arusha, Tanzania.

FAE is seeking for a passionate, committed and skilled volunteer from Tanzania to join its management team in the capacity of Administrative Assistant (AA) in order to assist in advancing its mission through administrative services. Preference shall be given to a volunteer who can commit to work in the organization for a minimum of twelve (12) weeks and who demonstrates a strong commitment to the FAE's mission.

Position Summary

The AA is responsible for performing a variety of administrative and secretarial/clerical tasks. Duties of the AA include providing support to our managers, assisting in daily office needs and managing organization's general administrative tasks to ensure the efficient and smooth day-to-day operation of office.

Minimum Qualifications

- Ordinary Secondary School Education Level (Form Four).
- A minimum of (3) three years broad experience in an NGO sector or similar.
- Training in secretarial or office management course is a plus.
- Between 18 and 25 years.

Required Skills

- Proven experience as an administrative assistant or office admin assistant
- Knowledge of office management systems, procedures and filing.
- Proficiency in computer operating skills.
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills

- Excellent written and verbal communication skills
- Flexible and ability to multi-task

Behavioral competencies

- To adhere to the FAE core values.
- To be able and willing to align one's own behavior with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.

We Offer You

An interesting assignment in a multicultural environment that can enrich your experience, knowledge and skills as you create impact in the lives of children with disabilities.

Method of Application

We look forward to receiving your complete application in English which includes (1) a cover letter, (2) a statement of motivation stating why you want to join FAE and (3) an updated CV/resume. Do not send certificates at this stage. Also, let us know how soon you can join us if you are selected. If you have no work experience and you want to be considered, please state in your letter. Please send your application to the addressee below by **February 24, 2020**. Submission of applications by email is highly encouraged. Only applicants who best match the position needs will be contacted.

We are located at Kwa Pole Area near Tengeru, along Moshi-Arusha Highway, Opposite Vijiji Lodge in Arusha, Tanzania.

Contact Details

Executive Director
The Foundation for African Empowerment
P.O.Box 116
Duluti, Arusha, Tanzania

Email: info@thefacafrika.org

Website: www.thefacafrika.org