
Administration Assistant - (Intern)

Work Location: **Dar es Salaam**

Number of Openings: **1**

Reports to: **Finance and Administration Officer**

Contract Period: **6 Months (with the possibility of an extension)**

Application Deadline: **May 5, 2023**

Expected Starting Date: **May 15, 2023**

ABOUT HAKIRASILIMALI:

HakiRasilimali (HR) is a platform for Civil Society Organizations (CSOs) registered under the Non-Government Organizations (NGOs) Act of 2012 working towards transparency and accountability in the extractive industry (mining, oil, and natural gas) in Tanzania. HakiRasilimali is also the Tanzanian chapter of Publish What You Pay (PWYP), a global membership-based coalition of civil societies in over 40 countries united in their call for an open and accountable extractive sector. HakiRasilimali represents the civil society constituency in the Tanzania Extractive Industries Transparency and Accountability Committee (Multistakeholder Group) for the period 2022 - 2025. This committee is established under the Parliamentary Act of 2015 and is part of the global efforts to enhance accountability and transparency under the Extractive Industries Transparency Initiative (EITI) framework.

POSITION SUMMARY:

HakiRasilimali is seeking an **Intern (Administration Assistant)** to assist **Finance and Administration** unit. Ideal candidates will have a passion for the extractive industry and natural resources, project management, strategic engagement and advocacy skills, and proven experience working in a diverse team. This is a contractual position of 6 months (with the possibility of extension) based in Dar es Salaam.

PRINCIPAL DUTIES, RESPONSIBILITIES, AND EXPECTATIONS:

Under the guidance of and reporting directly to the Finance and Administration Officer, the Administrative Assistant (Intern) will be responsible for the following:-

- Assist HakiRasilimali Finance and Administration Officer on general office administration, including but not limited to managing files (arranging and filing HakiRasilimali documents); ensuring that office expenses are paid on time, maintenance of the office.
- Assist with the management of all logistical arrangements for the Board meetings, Annual General Meeting, and other related meetings (including sending out invitations and reminders, following up by telephone, and sending relevant materials.
- Assist in establishing, updating and maintaining a diary of main events relevant to HakiRasilimali); sending out reminders to members on agreed actions and deadlines and following up by telephone where necessary.

- Assist in maintaining and regularly updating the various HakiRasilimali contact databases. Providing initial drafts of standard correspondence in a proactive manner.
- Assist in ensuring the operation of equipment by completing preventive maintenance requirements, calling for repairs, and maintaining equipment inventories.
- Assist in Maintaining supplies inventory by checking stock to determine inventory level, anticipating needed supplies, and placing and expediting orders for supplies.
- Assist in ensuring that the organization complies with local laws and regulations by following up on the required submission to the NGOs' registrar and other legal and statutory compliance authorities, e.g., OSHA, NSSF, TRA, NIS etc.
- Assist in ensuring the organization procurement policy is well adhered at all times
- Any other work duties as assigned by the HakiRasilimali secretariat.

Organizational and Operational Competencies:

- Computer literate; must be able to use the Internet and other research tools effectively.
- Demonstrated ability to manage high-level relationships with partner organizations to ensure efficient completion of work and mitigation of implementation risks.
- Demonstrated ability to successfully manage implementation plans and budgets for complex and dynamic projects.
- Demonstrates integrity by modelling HakiRasilimali's values and ethical standards.
- Displays cultural, gender, religious and age sensitivity and adaptability.
- Excellent interpersonal, organizational and management skills and ability to work within multi-disciplinary teams.
- Promotes the vision, mission, and strategic goals of HakiRasilimali.
- Strong qualitative and quantitative research skills, analytical skills and ability to rapidly analyse and integrate diverse information from varied sources.
- Strong written and oral communication skills and fluency in English are required.

QUALIFICATIONS: Required Skills and Experience:

Education: A bachelor's degree in administration, Human Resources, Business Administration, Procurement, Record Keeping or any other relevant field.

Experience - Any relevant experience, preferably experience in administration and working with local/International NGOs/CSO.

Technical Skills and Abilities:

- Experience in the use of basic accounting software, Ms Word, Excel etc.
- Strong analytical ability to evaluate administrative issues.
- Thoroughness: ability and tendency to pay close attention to detail.

- Ability to manage own time and that of others effectively with minimum supervision.
- Strategic and analytical thinking
- Outstanding interpersonal skills
- Being a clear communicator with the ability to inspire internal and external stakeholders.
- Excellent communication skills in English
- Enthusiastic approach to technology, networking and strategic planning
- Being a strong self-starter with the ability to work independently, as well as in a team.
- Willing to travel when it is safe to do so.

Personal Attributes and Characteristics:

- Ability to maintain the highest degree of confidentiality and exhibits unquestionable integrity.
- Ability to plan, organize, prioritize work, and multitask to meet tight deadlines.
- Emotional intelligence is needed to facilitate cooperation between people with divergent views.
- Strong work ethic and desire for personal and professional development.
- Works as an effective team member, successfully balancing individual and team responsibilities.

ADDITIONAL INFORMATION

- **Diversity makes our team stronger. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply.**
- Our internship positions are paid.
- As part of our standard hiring process for new employees, interns and volunteers; employment will be contingent upon the successful completion of a reference and background check.

DIRECTIONS TO APPLY

Applicants are required to complete our online application form and to submit a one/two-page resume and a one-page cover letter that outlines interests and qualifications for this position. all applications are to be sent to jobs@hakirasilimali.or.tz **Applications will be accepted on a rolling basis until May 5, 2023.**

General Working Conditions:

- General working office environment or telecommuting.
- May require some long hours, including evenings, to complete tasks.
- Potential domestic or international travel.