

## **ADMINISTRATION ASSISTANT – INTERN**

Work Location: **Dar es Salaam**

Number of Openings: **1**

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

Application Deadline: **March 22, 2024**

Expected Starting Date: **April 1, 2024**

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### **ABOUT HAKIRASILIMALI:**

HakiRasilimali (HR) is a platform for civil society organizations (CSOs) registered in Tanzania working towards transparency and accountability in the extractive industry (mining, oil, and natural gas). HakiRasilimali is also the Tanzanian chapter of Publish What You Pay (PWYP), a global coalition of civil societies calling for an open and accountable extractive sector.

### **POSITION SUMMARY:**

HakiRasilimali is recruiting an **Intern (Administration Assistant)** to assist the HakiRasilimali team with administrative, logistical and project management support. 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 intern will be responsible for the following: -

- Assisting HakiRasilimali Finance and Administration Officer with general office administration, petty cash reimbursements, managing files, and ensuring office expenses are paid on time.
- Managing all logistical arrangements for the board meetings, annual general meetings, and other related meetings (including sending out invitations and reminders, following up by telephone, and sending relevant materials).
- 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.
- Maintaining and regularly updating the various HakiRasilimali contact databases. Providing initial drafts of standard correspondence proactively.
- Ensuring the smooth operation of office devices, calling for repairs, and maintaining equipment inventories.
- Maintaining supplies inventory by checking stock to determine inventory level, anticipating needed supplies, and placing and expediting orders for supplies.

- Ensuring the organisation complies with local laws and regulations by following up on the required submission to the NGOs' registrar and other authorities.
- Monitor event budgets and timelines and develop and monitor travel budgets to ensure expenses are kept within the allocated budgets.
- Managing the diary, organising, and scheduling meetings for the management team and the Executive Director.
- Answering the main phone line, responding to inquiries over email, composing and editing letters and documents, and ensuring follow-up with those that may require responses.
- Managing travel logistics, including flights, transportation, and accommodation.
- Prepare meeting agendas, take minutes during meetings, and ensure action items are followed through.

**Organisational and Operational Competencies:**

- Computer literate; must be able to use the Internet and other software effectively.
- Demonstrated ability to manage high-level relationships with partner organisations to ensure efficient work completion 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.
- Excellent interpersonal, organisational and management skills and ability to work within multi-disciplinary teams.
- 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.
- Ability to work independently and collaboratively in a fast-paced environment with a proactive and solution-oriented mindset.

**QUALIFICATIONS: Required Skills and Experience:**

A bachelor's degree in public administration, Human Resources, Business Administration, or any other relevant field. Any relevant experience, preferably experience in administration and working with local/International NGOs/CSOs.

**DIRECTIONS TO APPLY:**

- Applicants must submit a one/two-page resume and a cover letter outlining their interests and qualifications for this position.
- All applications must be sent to [jobs@hakirasilimali.or.tz](mailto:jobs@hakirasilimali.or.tz) They will be accepted until **March 22<sup>nd</sup>, 1700 hours, 2024.**