

Terms of Reference for
Administrative Officer

The Mayors Award Scheme in Tanzania

A European Union funded project being implemented by the United Cities and Local Governments of Africa and the Association of Local Authorities in Tanzania

Job Title:	Administrative Officer	Duty Station: Dodoma, Tanzania	
Responsible to:	Mayors Award Scheme Management Board		
Reporting through:	Mayors Award Scheme Steering Committee		
Supervised by:	Secretary General, Association of Local Authorities in Tanzania		
Contract Duration	12 Months	Start: 01 January 2019	End: 31 December 2019
Remuneration:	Consolidated and Fixed	Amount: Negotiable	
Contract Terms:	Non-renewable with probable opportunity for integration into ALAT staff structure upon expiry of contract		

The United Cities and Local Governments of Africa (UCLG Africa) is, in conjunction with Association of Local Authorities in Tanzania (ALAT) and with support of the EU, implementing the 3rd edition of the Mayors Award Scheme in Tanzania.

A full-time **Administrative Officer** is being sought for hire, to be part of a team that will manage implementation of the 666, 637 Euro project, running for 18 months, effective 1st August 2018.

Background

The Mayors Award Scheme (MAS) is a United Cities and Local Governments of Africa (UCLG Africa) flagship brand to celebrate the performance of local governments and local service delivery to the citizens in Africa. A national version of the MAS was for the first time implemented in Tanzania, in 2015, through a joint effort of the Association of Local Authorities of Tanzania (ALAT), and UCLG Africa, which is the Pan African organisation that represents the voice of local governments in Africa. The two parties are conducting the MAS under a Memorandum of Understanding signed in 2015 and due for renewal in November 2018.

The main goal of the MAS is to identify and acknowledge, every year, role models in local leadership in terms of promoting effective service delivery, local economic development and good governance at subnational levels in Tanzania and thus, contributing to the promotion a performance-based, service

delivery-oriented, citizen-centred local governance system that favour the emergence and consolidation of accountable, participatory and inclusive local governments in the country.

Tasks and responsibilities of the Administrative Officer

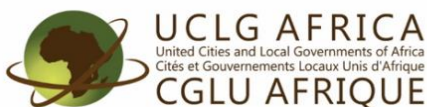
- i. Preparation of all necessary documentation, implementation of follow-up actions, drafting letter and memos.
- ii. Take minutes or notes of staff meetings and any other meetings involving project staff
- iii. Preparation of routine correspondence, faxes, memoranda and reports.
- iv. Support with the custody, retrieval and dispatch of publications and other documents
- v. Responsible for project procurement processes of goods and services under this project;
- vi. Initiate procurement processes by developing or facilitating development of tender documents (i.e. terms of reference, request for proposals, price schedules, technical specifications etc.); and support in the evaluation of bid and notification to applicants.
- vii. Arrange for travel, hotel reservations and logistical support for Project Staff and stakeholders in implementation of the project.
- viii. Responsible for administrative and logistical support in the organisation of conferences, workshops, retreats and; all arrangements relating to project works, supplies and shipments.
- ix. Attend to communication and public relations needs of the project and be the project spokesperson
- x. Liaise with the media for purposes of sharing and publishing information; holding of press briefs and covering events or activities of the project to ensure its visibility within and outside Tanzania.
- xi. Manage all project information and communication mediums including office communication equipment and tools; database and information repository; website and social media platforms etc.

The position requires work of a conceptual, analytical and advisory nature, at the higher professional level related to administrative, information and communications and logistical support work that require substantive innovation and may involve some functions to be undertaken with minimal supervision. Qualifications at this level include a bachelor's degree and or equivalent professional certification, and relevant past engagement commensurate with the advertised tasks, and in any case, of not less than 3 years of work experience.

Required experience and educational background:

- Proven ability to manage administrative and logistical support in a sizeable organisation/project
- In depth knowledge of communication and public relations and a comprehensive understanding of administrative and logistical support services

Must demonstrate high proficiency in writing of reports, brief and correspondences



- A minimum of a degree in the fields of administrative support or office management; procurement and logistics; communications and public relations or an equivalent qualification from a relevant professional course
- Strong ability to communicate in English and Swahili;
- Proven ability to collaborate well and to deliver work in a timely manner, with minimal supervision.
- Work experience with MS Office applications, with high proficiency in e-communication, is a must
- Geographical knowledge of Tanzania will be of added advantage.

Submission of Application

Please submit to the following address, your hand written application letter along with

- an update curriculum vitae;
- recent passport photograph;
- motivational letter (Not more than 1 page);
- copies of educational certificates and
- copies of proof of work/engagement experience

The Secretary General

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Dodoma, Tanzania

Please note that the application letter, curriculum vitae; motivational letter should be written in English.

