

JOB ADVERTISEMENT

ISOAF Tz Limited is a Tanzania -incorporated company with its head office in Dar es Salaam and its plant in Nzega District, Tabora Region .The Company is expecting to commence its operations as a Thermal insulation System Contractor for East Africa Crude Oil Pipeline (EACOP)Project.

JOB DESCRIPTION

TITLE: ADMINISTRATIVE OFFICER

PLACE OF WORK - DAR ES SALAAM

REPORTING TO HR MANAGER - TANZANIA

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in office and staff administrations including stationeries, vehicles, staff accommodations etc
- Assist in recruitment functions including pre-employment documentations, inductions and transport arrangements
- Ensuring proper office records keeping
- Managing office staff subsistence
- Attending government office compliance requirements eg licenses and certifications
- Any other reasonable administrative duties as may be assigned from time to time

Qualifications

Diploma/Degree in Human Resources &/or Administration

At least three Years Working Experience in a similar role

Deadline: 23rd September 2022

Please note that, should you not be contacted for more than two weeks after the deadline, consider your application unsuccessful