


ADMINISTRATIVE OFFICER SCOPE OF WORK

Job Title:	Administrative Officer	
Staff name:		
Department:	Finance and Administration	
Budget responsibility	Moderate	
Immediate Superior:	Finance and Administration manager	
Location:	Dar Es Salaam Tanzania	

Introduction:

Health Promotion Tanzania, commonly known as HDT is a local not-for-profit Non-Government Organization (NGO), legally registered in Tanzania bringing over 10 years of experience in managing Reproductive, Maternal, Newborn and Child Health through community-based interventions and strategically tailored advocacy. Over the 10 years, HDT has constantly envisaged to improve the lives of mothers, children, and adolescents through its operation using a result-based human centered approach to plan and implement innovative, community and national level-based interventions that have proven to yield positive outcomes. Health Promotion's experience is informed by community experience through our field-based offices, national level through our engagement in national policy, strategy and budget processes and internationally through our partnership in ACTION Global Health Advocacy Partnership (www.action.org). This blend of experience is not always easy to find among local organization peers.

Our core Values

Innovative: Being dynamic and inventive in promoting solutions that address the health needs of our clientele and partners.

Accountable: Being accountable in all our undertakings to our partners and stakeholders in the communities in which we build relationships.

Cost Effective: Being cost conscious and ensuring that our work adds value to the community that we serve at fair price.

Respectful: Being reverent to and acknowledging the diversity of culture and ideas while upholding our philosophy of respect for the equality of human beings and their rights to economic political social and cultural freedom.

Job summary: Reporting to the Finance and Administration Manager. Will oversee overall office operations. You will manage the office and oversee proper functioning of Head office in Dar ES Salaam and support Regional Offices administration. Manage Human resources to ensure the smooth operation of an organization.

ADMINISTRATIVE OFFICER DUTIES AND RESPONSIBILITIES

1. Ensure that accurate job descriptions and statement of Terms are in place and signed by every staff including reference check
2. Coordinate and manage staff performance during Induction, probation period, end of probation and Annual Performance Management
3. In consultation with managers, manage the skills building actions from performance management
4. In consultation with Managers and ED, identify staff training needs and organize staff training sessions, workshops
5. Manage staff online planning and reporting, leaves and holidays and support regional office managers to do the same
6. Attend and manage staff welfare including providing basic counselling to staff in need
7. Oversee business operation of the Organisation by supporting a positive work culture, conducive business environment and staff growth in alignment with career goals.
8. Provide feedback to staff, build team work, oversee implementation of staff handbook. Ensure that staff adhere to the code of conduct, procedures, and quality standards;
9. Coordinate staff employment, placement, re-deployment, orientations, induction and those ending contract and or terminated
10. Plan remedial sessions, updating staff on safety and security, staff code of conduct, Mandatory practices, and nature organization togetherness
11. In consultation with IT officer, arrange for the repairs of computers and other office equipment and assist with organizing staff to carry out work due periods of equipment shutdowns,
12. Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times,
13. Ensuring the confidentiality and security of files and filing systems,
14. Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary Organisation news and information,
15. Provide oversight for Organisation safety, risk and compliance policies, procedures and organizational plans as required by the, Tanzania regulations.
16. Perform other duties as reasonably assigned

Personal specifications.

1. Degree/master's in business administration or Human resource
2. Experience of at least two years or more in office administration
3. Experience in managing human resource and compliance in reputable organization, with not less than 15 staff
4. Experience in managing operations in projects/programs or office in private sector
5. Good communication, persuasive and counselling skills
6. Demonstrative strong interpersonal, supervisory skills and maturity
7. Must be able to work extra hours