



Schweizerische Eidgenossenschaft
Confédération suisse
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Embassy of Switzerland in Tanzania

The Embassy of Switzerland in Tanzania safeguards Switzerland's various interests. The Embassy is involved in development cooperation and is working in partnership with governmental institutions, NGOs, as well as with other national and international agencies. The goal of Switzerland is sustainable poverty reduction. In Tanzania the focus of the program support is on Health, Employment & Income as well as on Governance with a budget of approx. 25 Mio Swiss francs per year.

In order to strengthen our administrative team we are currently looking for a pro-active, competent and independent preferably Tanzanian professional in order to fill the position of an

Assistant Manager Logistics

Job Description / Responsibility

Support and assist the Manager Logistics in the following fields:

Property, Building and facility management

- Procurement management, liaison with suppliers
- Coordinate maintenance and repairs of systems and equipment with the internal staff and suppliers
- Supervise and verify services by internal staff and 3rd party suppliers
- Manage vehicle pool and coordinate allocations of drivers

Fixed assets management

- Maintain the fixed assets register / inventory for office material and supplies
- Verify all purchases of office materials and supplies
- Carry out the annual physical inventory of all fixed assets

Information and Communication Technology (ICT)

- Maintenance of the local area network (LAN), user and e-mail administration
- Maintenance and acquisition of hardware (workstation, printers, scanners etc.) and software through head office
- Support staff in ICT, act as liaison officer to head office

Requirements

Education

- Age 30+
- Bachelor Degree in procurement and logistics / Diploma from recognized institution in a related field
- Good command of written and spoken English/Kiswahili
- Knowledge of French and / or German language is an advantage

Experience

- Min. 5 years professional experiences, thereof two 2 years in logistics or procurement management

Other skills

- Excellent IT skills (Outlook, Excel, Word)
- Flair for technical issues and logistics
- Good communicator with proven organization skills

Interested candidates who fulfill the requirements are requested to submit the required **application form** (see our website: <https://www.eda.admin.ch/countries/tanzania/en/home/news/open-job-vacancies.html>) along with a motivation letter and a recent photograph by e-mail daressalaam.application@eda.admin.ch

Only shortlisted candidates will be contacted for an assessment

Application Deadline: 26 April 2015