



SHIRIKA LA AQUA-FARMS

TANGAZO LA KAZI!

NAFASI: MHUDUMU WA OFISI MAHALI : TANGA

SIFA ZA MUOMBAJI

1. Elimu ya msingi au sekondari, na uwezo wa kusoma na kuandika.
2. Uzoefu wa awali katika nafasi kama hiyo ni faida lakini si sharti.
3. Nidhamu, uwajibikaji, mtazamo wa usafi, na uwezo wa kufanya kazi kwa haraka na kwa usahihi.
4. Maarifa ya msingi ya matumizi ya kompyuta na simu janja.
5. Mchapakazi mwenye stadi za mawasiliano, urafiki, na kujitolea kwa maono ya shirika.

MAJUKUMU YA KAZI

1. Kusafisha na kudumisha usafi wa ofisi, vyoo, na maeneo ya mapokezi.
2. Kuhakikisha vifaa vya ofisi vinapatikana, vimepangwa, na viko tayari kutumika.
3. Kusambaza barua, nyaraka, na vifurushi ndani na nje ya ofisi.
4. Kuwapokea na kuwahudumia wageni kwa heshima, ukarimu, na lugha nzuri.
5. Kuandaa vinywaji na vitafunwa kwa wafanyakazi na wageni inapohitajika.

TUMA MAOMBI YAKO KUPITIA NAMBA YA WHATSAPP:
+255 769 123 850 AU BARUA PEPE: hr@afo.or.tz
KICHWA CHA MAOMBI KIWE "OFFICE ATTENDANT"

MWISHO WA KUTUMA MAOMBI NI TAREHE 31-01-2025



Job Title	Office Attendant
Location	HQ - Dar es salaam office
Reporting	Accountant and Administration Officer
Type of Position	Fixed
Grade and Salary	-
Contract Type	Full-time
Start Date	Immediately
Background.	Aqua-Farms Organization (AFO) is a Non-Governmental Organization registered under the NGO Act, 2002 of the government of the United Republic of Tanzania with registration number NGO/0009297. Aqua-Farms Organization was established in 2016 and became registered on 6th July 2017. The organization aims to boost financial access, heighten community awareness about aquatic conservation, and vigorously advocate for community-driven economic growth.
Job Summary	Under the supervision of the Accountant and Administration Officer, the Office Attendant will be responsible for maintaining cleanliness and supporting the administrative functions of the office. The position involves ensuring the office is clean, both internally and in surrounding areas, and managing repairs and services for office buildings and AFO assets. The office attendant will also liaise with their supervisor to ensure the proper implementation of administration and procurement standards, in alignment with AFO policies and procedures.
Key Responsibilities:	<p>Job Description:</p> <ol style="list-style-type: none"> 1. Clean and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning, etc.). 2. Notify management of deficiencies or repair needs, and make adjustments and minor repairs. 3. Coordinate and prepare for meetings and special events, including reserving conference rooms and arranging for refreshments and necessary equipment. 4. Maintain cleanliness and order within office premises. 5. Ensure the office, reception area, and boardrooms are neat and orderly. 6. Support staff by moving documents around the office. 7. Perform photocopying and binding of office documents as needed. 8. Prepare tea and arrange lunch for the staff. 9. Maintain kitchen inventory, including initiating purchase requests for kitchen, cleaning, and toiletry supplies. 10. Serve as backup to the receptionist by answering questions, forwarding messages, confirming customer orders, and keeping customers informed of order status. 11. Perform any other duties as assigned by the supervisor.

Experience & Qualifications:	<ul style="list-style-type: none"> • Ordinary Level Certificate of Education (O-Level Certificate) • Excellent interpersonal skills • Job-related experience and knowledge
Skills & Capabilities:	<ul style="list-style-type: none"> • Strong planning and organizational skills • Proven interpersonal skills, including the ability to develop and maintain relationships at all levels within AFO and with external stakeholders • Ability to work in a multicultural environment • Ability to work well with limited supervision • Willingness to work beyond normal working hours • Willingness to handle cleaning and office errands • Adherence to AFO's values: Optimistic, Engaging, Determined, Knowledgeable
<p>Personal qualities</p> <ul style="list-style-type: none"> • Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work. • Commitment to the vision, mission, and values of AFO. 	
<p>Application process: All applications should be submitted through this link (<i>Click here</i>). AFO is an equal-opportunity employer and encourages candidates from diverse backgrounds to apply.</p> <p>The deadline for applications is: Friday 31st January 2025 at 2359 Hours</p>	



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