



British
High Commission
Dar es Salaam

JOB TITLE: Visits & Events Officer EO (02/25 DAR)

The British Government is an inclusive and diversity-friendly employer. We value difference, promote equality and challenge discrimination, enhancing our organisational capability. We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender identity, religion, sexual orientation, age, veteran status or other category protected by law. We promote family-friendly flexible working opportunities, where operational and security needs allow. The FCDO operates an agile workforce and to facilitate this, you may be required to undertake other duties from time to time, as we may reasonably require.

Job Category : Foreign, Commonwealth and Development Office (Residence and Support Staff)

Job Subcategory: Estates

Job Description (Roles and Responsibilities)

Main purpose of job:

To provide cross-cutting support to the British High Commission (BHC) ensuring smooth delivery of high-profile events and visits.

This means:

- Overseeing the professional delivery of events across the British High Commission at a range of locations in Dar and Dodoma
- Acting as BHC visits officer, responsible for the logistics and central coordination of all senior official and Ministerial visits
- Providing oversight of residence operations, ensuring full financial compliance and risk management
- Taking on other cross-cutting roles across the BHC as required

Roles and responsibilities:

This is an exciting, cross-cutting role within the British High Commission that will require the successful applicant to work collaboratively with a wide range of teams. It will require flexibility, responsiveness and the ability to work well under pressure. The individual may be required to surge onto different projects depending on priorities. We are looking for a proactive, energetic, self-starter who is able to manage their time effectively and build productive working relationships.

Events (40%):

Act as events delivery lead for the BHC ensuring we deliver effective, professional and memorable UK events providing value for money for the office.

Lead on scheduling, practical arrangements and operational delivery, liaising as necessary with estates, communications, residence and policy team as well as external stakeholders involved in execution of events
Lead on budget management and procurement for events (the successful job holder will be expected to apply for a global procurement card and be familiar with FCDO regulations around spend)

Act as events manager for large-scale BHC events e.g. King's Birthday Party, on the day coordination, and post-event management.

Visits (20%):

Act as visits officer for all senior official or Ministerial events

Act as a central coordinator, holding the pen on the programme, scheduling regular coordination meetings with BHC colleagues and HQ representative.

Lead on all logistics and other practical arrangements – working closely with leads as required – reporting into the visit SRO.

Residence Management (30%)

Line manages the residence team of 4, providing support and direction.

Oversee implementation of appropriate financial and operational controls at the residence including stock management, store management,

Lead on purchases for day-to-day residence activities

Health and safety lead, in collaboration with H&S coordinator

Other cross-cutting support (10%)

The job holder is expected to be flexible and responsive to operational needs, taking on other responsibilities as required. This might include, for example, provision of PA cover to senior leadership

This role reports jointly into the Estates, Communications and Political teams.

The nature of this role would not suit many flexible arrangements, as a physical presence is likely to be required either at Umoja House or the Residence most days. The job holder will also be required to work in the evening on occasion during events/visits etc. However, the BHC is open to a discussion around flexible arrangements, depending on individual circumstances.

The successful job holder will be eligible for TOIL (Time off in Lieu), Overtime or SDA (Shift Disturbance Allowance) to compensate for evening events work.

Essential qualifications, skills and experience

- Experience of previous work in events and/or the wider hospitality industry (including organising medium-large events)
- Excellent communication and time management skills
- Budget management experience (of budgets over \$20,000)
- Experience of leading a team of more than 2 people
- Excellent spoken and written English

Desirable qualifications, skills and experience

- Experience of managing high profile visits – for example Minister, senior civil servants, dignitaries etc
- Estates management experience
- Experience of working for an international organisation

Required behaviours

Changing and Improving, Delivering at Pace, Managing a Quality Service, Working Together

Application deadline : 6 March 2025

Grade: Executive Officer (EO)

Type of Position: Fixed term, with possibility of renewal

Working hours per week: 35.5

Region: Africa

Country/Territory: United Republic of Tanzania

Location (City): Dar Es Salaam

Type of Post: British High Commission

Number of vacancies: 1

Salary: TZS 3,812,897

Type of Salary: monthly

Start Date: 1 April 2025

Other benefits and conditions of employment

The High Commission is committed to providing learning and development opportunities for staff. The mission's learning and development committee provide funding and opportunities for all staff to take advantage of learning opportunities, ranging from on the job learning to formal training.

The successful job holder will be expected to undertake job-specific training on budget management and good line management, as well as mandatory FCDO training

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