



## **THE ASSOCIATION OF PRIVATE HEALTH FACILITIES IN TANZANIA**

**(APHFTA)** P.O.BOX 13234, Dar es Saalam, TEL/FAX: +255 22 2184508/2184667E-mail:info@aphfta.org

The Association of Private Health Facilities in Tanzania (APHFTA) is seeking to recruit a qualified office secretary/office Assistant for its LAKE Zone office based in Mwanza. The secretary/office assistant will report to Zonal Coordinator.

Applications are invited from suitable and skilled persons to fill the said vacancy

### **POSITION: OFFICE SECRETARY/ASSISTANT**

#### **Specific Responsibilities will include:**

1. Maintain/organize the zonal office reception desk and respond to calls
2. Receive and direct office visitors accordingly
3. Record and maintain visitors' register book
4. Keep and maintain daily use of staff attendance register book as required
5. Take care of all office equipment, machines and report faults to coordinator if any including office security:-
6. Keep files and record movement of documents in the office
7. Receive office mails and calls from members or other offices and forward them to responsible officer for action-
8. Send mails and make calls to other various offices as directed by coordinator
9. Perform full office secretarial duties which include typing, filling, photocopying etc
10. Receive office equipment and maintain receiving and issuing records in ledger book-
11. Assist the Zonal Coordinator to record invoices and entry of payment from members in membership ledger book and make follow up of members with arrears-
12. Assume any other responsibilities as assigned.

#### **Key Qualifications, Knowledge, and Experience**

1. Minimum qualification is certificate in secretarial course/Business management from a recognized institution with experience of not less than 2 year in the relevant field.
2. Must be a Tanzania citizen
3. Good communication skills in Swahili and English Language, both spoken and written.
4. Must be, computer literate in MS excel, Word, PowerPoint, Email and Internet.
5. APHFTA encourages gender equality. Both women and men are encouraged to apply

#### **How to Apply**

Applicant who is willing to apply for mentioned position should submit application letter with a detailed CV with three referees. Ensure you have in the application letter a functional phone Number.

#### **All application letters must be addressed to:-**

The Chairman  
APHFTA Lake Zone  
P.O.BOX 2932  
MWANZA  
E-mail:lakezone@aphfta.org

**OR** Application can be delivered by hand to Zonal office located at Ghana Street near Sun City Hotel Mwanza.

**Deadline:** Application letters must be received by 19<sup>th</sup> February at 16:00 Hours. only Shortlisted candidates will be contacted.