

VACANCY ANNOUNCEMENT

Receptionist

The Korea International Cooperation Agency (KOICA) is an Agency of the Republic of Korea responsible for implementing the government's Official Development Assistance (ODA) program for developing countries. KOICA is proactive in complementing the Government of Tanzania's development efforts by supporting development programs in three main sectors: education, health, and rural development.

KOICA Tanzania office seeks qualified candidates for the position of receptionist. Roles and Responsibilities for each position are as below ;

Receptionist

Position : Receptionist

Contract period : 1 year(with a possibility of extension yearly basis).

Duty Station : Tanzania (Dar es Salaam, KOICA Tanzania Country Office)

Brief Position Summary/Responsibilities

Main responsibilities will be 1) Greet and welcome guests as soon as they arrive at the office, 2) Follow reception protocols for posts, records creation and other admin duties as deemed appropriate, 3) Offer administrative and clerical assistance to the office, 4) Manage transportation and accommodations bookings for staffs' travels, 5) Other related activities to ensure the office operation.

Expected Qualification

- Must have a strong communication capability, including strong interpersonal and presentation skills.
- Fluency in English, especially excellent verbal and written skill is required.
- Proficiency in Microsoft Office applications is required.
- Prior experience of KOICA funded agreements or contract is an additional advantage.
- Proficiency in Photoshop or design application is an additional advantage.

Condition of Employment

- This position will be required to serve a 3 month probationary period.
- Employment contract of this position is expected to be renewed yearly basis according to KOICA internal regulation.

Remuneration: KOICA offers a competitive salary and benefits package(international

consultant).

- (a) Basic wage and all taxes and social security benefits related (according to KOICA internal regulation)
- (b) Annual incentive
- (c) medical checkup (once a year)
- (d) Severance pay

* **Note:** DSA in case of field visit or away travel is provided.

Mode of application:

Interested candidates should submit 1) CV, 2) Cover letter to KOICA (tzkoica@gmail.com) no later than 30th of January. If the candidates miss any documents mentioned above, the application will not be reviewed. Kindly note that every candidate has to use the CV template KOICA provided.

The title of the email should be: **(KOICA TZ office) Name of position(Receptionist)_(full name)**