

Uwezo Tanzania Job Description

Job Title:	Executive Assistant
Salary Grade:	4A
Reports to:	Executive Director
Supervises:	Usually none
Location:	Dar es Salaam, Tanzania
Start Date:	As soon as possible

Overall Responsibility:

You will prepare, manage, administer and keep track of all contracts at Uwezo Tanzania on behalf of the Executive Director in accordance with Policies and the highest standards of quality, integrity and transparency. You will also support the Executive Director to effectively undertake his/her responsibilities and tasks.

Specific Responsibilities:

Contracts Administrator

1. Support Executive Director to review contracts of partners, clients, and consultants of Uwezo Tanzania, submitted by program officers and provide guidance to ensure consistency with all quality standards and requirements; Uwezo Tanzania policies, standards, workflows, systems, and authorization levels. Assist in filing, tracking, management, and legal issues and serve as an expert resource to all others within the organization.
2. Develop checklists so as to be able to systematically assess status of contracts and ensure all requirements are met, and help promote understanding of contracts requirements across Uwezo Tanzania.
3. Prepare final contracts in accordance with standards in a timely manner, taking care to ensure accuracy, particularly in relation to sensitive areas. For complex contracts and upon the guidance of the Executive Director liaise with legal counsel.
4. Ensure all contracts are provided a number and recorded in the register set for the purpose and carefully, and securely filed in a quickly accessible format both physical and electronic files maintained at the Executive Director's office,
5. Manage process of contract signing by all parties (including witnesses) to ensure it is fully executed and maintain an up to date dashboard of the status of each contract in approved system e.g. Sales Force, including timely reporting, and implement effective systems to trigger reminders and warnings for compliance.
6. Prepare weekly and monthly reports showing the health of contract administration, highlighting timely compliance as well as lessons and identify issues/ problems that need attention and make suggestions to the Executive Director on how to improve contracts administration to improve practice. Work with respective units to undertake close follow up where contract reporting is slipping; and ensure each contract is formally 'closed' upon completion or termination and all applicable requirements having been met.

Executive Assistant

1. Manage the Executive Director's schedule and workload; support the Executive Director to be 'on top of' his/her tasks including meetings and work travel.
2. Manage information and communication flow between the Executive Director's office and staff and external

parties, including correspondence, telephone and visitors and keep proper record on line and hard copy for reference.

3. Support the Executive Director in relation to his/her leadership of the staff and senior management team functions and communication, including preparations for monthly Management meetings and weekly brief updates, as well as preparation for Idea Huddles.
4. Assist the Executive Director to prepare well for AGM, Board and donor meetings, including ensuring that Board meetings, logistics and papers are well prepared on time.
5. Review and scrutinize key documents, correspondence and management reports reaching the Executive Director for quality, accuracy and compliance with policies and systems and advise accordingly
- 6.
7. Draft letters and undertake basic correspondence on behalf of the Executive Director. Systematically review policy and procedures compliance at Uwezo Tanzania, including by undertaking spot checks at the direction of the Executive Director. Ensure files and documentation (physical and electronic) for Executive Director's office are well organized and completed on time.
8. Support the Executive Director and staff to process requisitions and payment vouchers as guided by the Executive Director
9. Building record-keeping system to track donor interactions and gifts, [including through managing donor database], and helping with reporting requirements, including finalizing proposals and reports, and tracking reporting and renewal deadlines.
10. Advice and support the Executive Director on other work related issues as needed; and support other senior staff upon request as guided by the Executive Director.

General Responsibilities:

1. Successfully implement above responsibilities and assigned activities in work plans and budgets, consistent with Uwezo Tanzania Policies.
2. Contribute effectively to planning, monitoring and reporting, and information dissemination of Uwezo Tanzania's work.
3. Collaborate with Uwezo Tanzania staff across units in a spirit of mutual respect and cooperation to get things done.
4. Communicate your work through active use of internal platform (Sales Force), electronic calendar (G/cal) and being accessible on electronic chat (Skype) as per Uwezo Tanzania requirements.
5. Participate actively in organization-wide learning and other joint activities.
6. Comply with and foster adherence to the established Uwezo Tanzania values, policies, regulations, guidelines and procedures.
7. Undertake any other lawful tasks as may be assigned by your Supervisor.

Core Qualifications:

1. Bachelor's degree or other advanced degree relevant to the tasks above, a degree in law is mostly preferred
2. At least three years' experience related to the above stated responsibilities.
3. Excellent interpersonal, organizational, reporting and management skills. Great communication skills, oral and written, with keen attention to detail.
4. Excellent time management skills, ability to work under pressure and deliver accurate results quickly.
5. Expertise and care in handling priorities and deadlines. High level of professionalism and confidence
6. Ability to be discreet and safeguard confidentiality. Sense of humor
7. Ability to conduct research for articles, speeches, reports, grant proposals and ability to write well for diverse audiences
8. Proficiency in MS Office including Word, Excel, and PowerPoint, as well as Google docs, and experience in using websites and social media