



Assistant to the Executive Directors Job Profile

Job Location: Dar es Salaam, Tanzania.

Twaweza East Africa is a regional civil society organisation operating in Tanzania, Uganda, and Kenya. Our vision is of an open society built on the human impulse to make a difference, where information and ideas flow freely, all citizens engage, and government works better for the people. For more information, please visit www.twaweza.org

Twaweza, a dynamic and equal opportunity employer, is looking for a competent, effective and energetic Assistant to the Executive Director.

Overall Responsibility:

The Assistant provides high-level support to the Executive Director, enabling her to operate effectively by managing a dynamic workload, supporting internal coordination, and ensuring timely follow-up on key priorities.

The Assistant will help manage the Executive Director's schedule, ensure smooth communication within the Senior Management Team, and support the preparation and documentation of internal meetings. The role also involves reviewing key documents for completeness and accuracy, maintaining organised records, and acting as a point of contact for both internal and external stakeholders in accordance with Policies and the highest standards of quality, integrity, and transparency.

Specific Responsibilities

1. Help manage the Executive Director's schedule and workload, ensuring effective coordination of meetings, travel, and key tasks.
2. Provide administrative support to the Executive Director, as needed, maintaining efficiency and professionalism.
3. Assist the Executive Director in ensuring the Senior Management Team functions effectively by coordinating meetings and documenting clear and accurate minutes.
4. Prepare and organise Managers' and huddle meetings, including agenda setting and minute-taking.
5. Review key documents and management reports submitted to the Executive Director for quality, accuracy and compliance with policies, and provide feedback where appropriate.
6. Facilitate effective information and communication flow between the Executive Director's office, staff and external parties, ensuring timely documentation.
7. Maintain a well-organised physical and digital filing system for the Executive Director's office, ensuring timely documentation.
8. Advise and support the Executive Director and other management-level staff on work-related matters.
9. Review and manage contracts to ensure compliance with internal requirements, and oversee timely signing, especially in the absence of responsible persons.

General Responsibilities:

1. Execute the above responsibilities and assigned work plan activities in line with the approved budget and in full compliance with Twaweza policies.
2. Contribute effectively to the planning, monitoring, reporting, and dissemination of Twaweza's work.
3. Collaborate with Twaweza staff across units and countries in a spirit of mutual respect and cooperation to get things done.
4. Keep colleagues informed by actively updating internal systems (SalesForce), electronic calendar (Gcal) and being accessible on electronic communication platforms as per Twaweza requirements.
5. Actively participate in organization-wide learning and other joint activities.
6. Adhere to and promote Twaweza values, policies, regulations, guidelines and procedures.
7. Perform any other lawful duties as assigned by the Executive Director or other senior staff.

Core Qualifications:

1. A relevant first degree from a recognised institution.
2. Willing and ready to take on different tasks and responsibilities.
3. High level of creativity, curiosity and imagination.
4. Able to multi-task and 'keep many balls in the air'.
5. At least three years of experience in a similar or relevant role.
6. Excellent writing skills in English and Kiswahili, with a keen attention to detail.
7. Good basic knowledge of development and governance issues.
8. Strong computer, typing and word processing skills and use of databases and the internet.
9. Excellent organisational, reporting and time management skills.
10. Demonstrated ability to deliver results and get things done with minimal supervision.

Terms and conditions

Twaweza offers an attractive, internationally competitive salary and benefits package.

How to Apply

Twaweza is an equal opportunity employer committed to gender equality; therefore encourages all qualified applicants to apply by 11 August 2025.

To apply for this position, please submit the following documents in MS Word or PDF format to recruitment@twaweza.org

- Your **CV (max 4 pages)**
- A **cover letter** explaining your interest/motivation for working with Twaweza
- Two **samples of your written work** (e.g. minutes, reports, memos, or similar professional documents)
- **Names and contact details of 3 referees**

Please include **your name and the position you are applying for in the subject line of your email**. Only shortlisted candidates will be invited to interviews.

Thank you for considering this role to advance the mission of Twaweza East Africa