



Internship Opportunity!

Position: Administrative Assistant

Job Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail with external clients.
- Develop and manage content for our website and social media, i.e. Twitter, Instagram, LinkedIn, Facebook & YouTube
- Use social media to promote the activities and achievements of FEPT
- Visiting our projects and attend our events with a view to writing articles about them on our website

Attributes

- A diploma or bachelor degree in relevant field is required.
- Excellent communication skills including fluent English, both written and verbal.
- Excellent interpersonal skills to form effective working relationships with people at all levels and the ability to work independently and as part of a team
- An excellent writer and editor, with good spelling and grammar for both English and Swahili languages
- Able to research, collate and summarize information from different sources relevant to our organizational operations
- Able to communicate confidently and clearly with a variety of stakeholders
- Technically minded, with an understanding of HTML, CSS, JavaScript and other web technologies
- Knowledge of computer software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Skills of graphics design using Adobe Photoshop and Adobe Illustrator

Mode of Application

Submit your CV with a cover letter to;

Executive Director

Foundation for Environmental Protection in Tanzania (FEPT)

P.O Box 310, Arusha

Email: feptrecruitment@gmail.com

Deadline: 6th December 2021 at 23:59 hours.

To learn more about FEPT, visit our website: www.fepttz.org