



# VACANCIES

The national Social Security fund (NSSF) which is the leading provider of social security in Tanzania is hereby inviting applications from suitable, qualified, experienced, dynamic, and motivated Tanzanians to immediately fill vacant position currently existing in the Fund.

## 1. PERSONAL SECRETARY (12 Positions)

They will be providing secretarial services to heads of departments and administer departmental/regional office support functions.

### Duties and Responsibilities:

1. Handling office guests visiting Fund's Offices, handling their inquiries, directing them to appropriate person according to their needs.
2. Opening, reading, routing and distributing incoming mails and other documents and preparing answers to routine letters
3. Handling office telephones and providing necessary required information.
4. Arranging different office conferences and meetings
5. Composing, typing and distributing meetings notes, routine correspondences and reports
6. Assisting in making preparation of departmental meetings.
7. Ensures safe custody of the documents and cleanliness of the office.
8. Facilitating, arranging appointments and preparing documents.
9. Locating and attaching appropriate files to incoming correspondence requiring replies
10. Maintaining office schedules and event calendars
11. Making copies of correspondence and other printed materials
12. Scheduling and confirming appointments for clients, members and supervisors
13. Setting up and maintaining paper and electronic filing systems for records purpose

### Education/Professional Qualifications Required:

- Diploma in Secretarial studies from an accredited training institution;
- Certificate of secondary education examination with passes in English and Kiswahili;
- Must have shorthand / Hatimkato speed of 100 w.p.m. as well as typing speed 50 w.p.m.;
- At least two years of experience in a similar job
- Strong and good organization and customer service skills;
- Computer skills (Should be very good in Microsoft Word, Excel and PowerPoint);
- Strong interpersonal and communication skills;

## 2. POSITION: DRIVERS – (15 Positions)

### Duties and Responsibilities:

1. Drive vehicle for official travel and business;
2. Maintain high standard of service to both internal and external customers.
3. Ensure punctuality and safe transport;
4. Observing the road and traffic laws and regulations;
5. Ensure vehicle is kept clean, tidy and in good working condition at all times;
6. Ensure vehicle is kept secure at all times;
7. Ensure vehicle repairs are carried out properly and timely;



Tunajenga Maisha Yako  
ya Sasa na Badaa

Boresha Maisha Yako  
**NSSF KWANZA**  
Jiunge Nasi.

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8. Perform minor repairs and arrange for other repairs;
9. Participate in office operations as may be needed
10. Prepare and submit vehicle monitoring report, including records of vehicle operations, maintenance, expenses, mileage, at end of each month (Log Book report);
11. Distribute mails, Board papers to respective areas
12. Performing any other related duties that may be assigned by the Administration Officer - Transport Logistics.

#### Education/Professional Qualifications Required:

- Holder of Certificate of Ordinary Secondary School Education (Form IV) with passes in English and Kiswahili;
- Should hold a Class "C" driving License and attended Basic Driving Course from National Institute of Transport, Vocational Education and Training Authority (VETA) or any recognized Institution;
- Should have a clean driving record for at least five years driving experience;
- Possession of Trade Test Grade II Certificate in Motor Vehicle Driving, Motor Vehicle Mechanics or Auto Electrician will be an added advantage.
- Should be computer literate

#### REMUNERATION:

The posts carry competitive remuneration as per NSSF Salary Structure and Incentive package.

#### Mode of application:

Applications in writing enclosing detailed latest curriculum vitae, certified copies of relevant certificates, contact address including telephone numbers, email address and names and addresses of three referees to be addressed to the under-signed.

#### Director General

National Social Security Fund, 7<sup>th</sup> Floor Benjamin Mkapa Pension Towers,  
Dar es Salaam, P. O. Box 1322, Dar es Salaam  
Email: [hr@nssf.or.tz](mailto:hr@nssf.or.tz)

#### Please take note of the following;

1. Only shortlisted candidates will be contacted
2. Applications without latest CVs will not be considered
3. Applications through email should have all the required documents scanned in PDF format and attached.

The closing date for submission will be on 24<sup>th</sup> August 2017.



Tunajenga Maisha Yako  
ya Sata na Baaote

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