



PwC Tanzania invites applications from qualified candidates for the positions below:

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1. Job title: Office Services Administrator

Job ID:452765WD

Location:Dar es Salaam

Service:Tax

Specialism:IFS – Administration

Job Posting End Date: June 30, 2023

As a *Personal Assistant & Office Administrator*, you'll work as part of a team of problem solvers, helping to solve complex business issues from strategy to execution.

Specific responsibilities include but are not limited to:

- Act as a personal assistant to line of service Partners including the Country Senior Partner
- Proactively manage partner's diaries, scheduling meetings and arrangement of necessary logistics on a daily basis
- Provide administrative support to the line of service managers
- Provide administrative support to the line of service i.e. stationery management, line of service correspondences, printing and dispatching of correspondence, reports and proposals
- Ensure an up-to-date filing system for all clients' correspondence and documents for both physical and electronic documents
- Assist with billing i.e creating invoices for clients based on instructions from job managers at various stages of an assignment
- Provide logistical support for both internal and external meetings, conferences and workshops and ensure timely distribution of agenda and documents

- Perform any other duties as assigned by the Office Manager

The successful candidate will be required to have the following qualifications, experience, competence and desirable skills:

Qualification and Experience

- Hold a recognised secretarial qualification.
- Bachelor's degree in Business Administration
- At least 3 years of relevant experience. Experience as a personal assistant to senior management will be an advantage
- Proficiency in Microsoft office applications

Desirable skills and attributes

The successful candidates will possess the following:

- Excellent interpersonal skills
- Outstanding written and verbal communication skills
- Organisational and time management skills
- Results oriented
- Confidence in engaging with senior management team
- Collaborative and enjoy working in an innovative environment

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2. Job title: Information Technology (IT) Trainee Associate

Job ID:452779WD

Location:Dar es Salaam

Service:Internal Firm Services

Specialism:IFS - Information Technology (IT)

Job Posting End Date: June 30, 2023

As a Trainee Associate, you will work under IT Manager as part of a team of problem solvers, helping to solve complex business issues from strategy to execution.

Specific responsibilities include but are not limited to:

- Troubleshoot and resolve hardware, software, and any issues reported to the Help Desk
- Manage telecommunication infrastructure including telephony and videoconferencing
- Assist in the development, testing, and maintenance of web applications
- Carry out monitoring and logging of network resource usage
- Provide briefing and demonstrations of applications/systems to users to enhance productivity
- Configure workstations for network access
- Conduct training to assist basic to intermediate use of computer hardware or personal computers
- Provide proficient support in the use of all new and current operating systems and software
- Perform maintenance-related duties as assigned by his/her seniors
- Monitors and maintains the use of LAN equipment
- Performs any other duties as assigned by the supervisor

The successful candidate will be required to have the following qualifications, competence and desirable skills:

Qualification

- Degree in Computer Science/ Information Technology or a related field
- Basic understanding of web development principles and practices
- Demonstrated knowledge of the .NET (C#) and ASP.NET frameworks
- Ability to work with data using SQL and Entity framework
- CCNA and MCSE will be an added advantage

Desirable skills and attributes

The successful candidates will possess the following:

- Organisational and time management skills
- Outstanding written and verbal communication skills
- Analytical and critical thinking skills
- Creativity, curiosity and ability to work in a multicultural and multidisciplinary team
- Enthusiastic, proactive, innovative and willing to learn

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