



British
High Commission
Dar es Salaam

1. JOB TITLE: Housekeeper/Residence (14/23 DAR)

The British Government is an inclusive and diversity-friendly employer. We value difference, promote equality and challenge discrimination, enhancing our organisational capability. We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender identity, religion, sexual orientation, age, veteran status or other category protected by law. We promote family-friendly flexible working opportunities, where operational and security needs allow.

Job Category 1

Foreign, Commonwealth and Development Office (Residence and Support Staff)

Job Description (Roles and Responsibilities) 1

Main purpose of this job is to do is to do general Housekeeping including laundry. The successful candidate will sometimes be required to assist with serving at events hosted at the residence.

Roles and responsibilities:

- Performing a variety of cleaning activities such as sweeping, mopping, dusting, and polishing
- Ensuring all rooms and washrooms are cared for and inspected according to standards.
- Protecting equipment and making sure there are no inadequacies.
- Check stocking levels of all consumables and replace when appropriate.
- Adhere strictly to rules regarding health and safety and be aware of any FCDO-related practices.
- Laundry operations.
- Serving guest during events.

Essential qualifications, skills and experience 1

- Proven experience as a Cleaner or Housekeeper.
- Ability to work with little supervision and maintain a high level of performance.
- Customer-oriented and friendly.
- Prioritization and time management skills.
- Working quickly without compromising quality.
- Knowledge of English language.

Desirable qualifications, skills and experience 1

- Housekeeping experience
- Banqueting experience

Required behaviours 1

Changing and Improving, Managing a Quality Service, Delivering at Pace, Communicating and Influencing, Working Together, Developing Self and Others

Application deadline 1 : 8 November 2023

Grade 1 : S1

Type of Position 1 : Full-time, Permanent

Working hours per week 1 : 35.5 hours

Region 1 : Africa

Country/Territory 1 : United Republic of Tanzania

Location (City) 1 : Dar Es Salaam

Type of Post 1 : British High Commission

Number of vacancies 1 : 1

Salary 1 : TZS 1,031,784.85 per month

Start Date 1 : 1 December 2023

Other benefits and conditions of employment 1

- Health and Safety
- Five Star Establishment Training in Housekeeping, Serving, Flower carving etc
- Food Hygiene

Additional information 1

- Please **complete the application form in full** as the information provided is used during screening.
- Please check your application carefully before you submit, as **no changes can be made** once submitted.
- The British High Commission will **never** request any payment or fees to apply for a position.
- Employees recruited locally by the British High Commission are subject to Terms and Conditions of Service according to local employment law.
- All candidates must be legally able to work and reside in the country of the vacancy with the correct visa/work permit status or demonstrate eligibility to obtain the relevant permit.
- The responsibility lies on the successful candidate to:
 - The British High Commission does not sponsor visas/work permits except where it may be local practice to do so.
 - Employees who are not liable to pay local income tax on their Mission salary may have their salaries reduced by the equivalent local income tax amount.
 - Information about the Civil Service Success Profiles can be found on this link: <https://www.gov.uk/government/publications/success-profiles>
 - Reference checking and security clearances will be conducted on successful candidates.
 - Appointable candidates who were unsuccessful may be placed on a 'reserve list'. If during the reserve period of 12 months the same or a largely similar role becomes available, that role may be offered to the second or subsequent candidate.

Please be aware that you will only be able to apply to vacancies for Country Based Staff roles with the British Government through this official tal.net site (operated by Oleeo). Jobs may be advertised on third party websites, however our adverts will always link back to the official tal.net site. If you complete and send an application through any other site, we will not receive it.

[APPLY HERE](#)

2. JOB TITLE: Communications and Engagement Officer (12/23 DAR)

Job Category 1

Foreign, Commonwealth and Development Office (Policy & Political roles)

Job Subcategory 1

Communications, Press and Media

Job Description (Roles and Responsibilities) 1

Main purpose of the job:

To support delivery of the UK government's communication objectives in Tanzania through in-depth understanding of the media landscape in Tanzania and creation of digital assets. The successful candidate will lead on producing high-quality, engaging digital content while leading on media monitoring, reporting of daily on trends and identifying opportunities to support the policy work of the British High Commission through media.

Roles and responsibilities:

- Monitor Tanzanian and international mainstream, specialist and social media, to maintain a daily awareness of the key issues in the country and the long-term media trends.
- Produce tailored written reports for the British High Commission on the relevant issues in the media, updating based on feedback and providing further information as required.
- Brief in-person the High Commission leadership team every day on the key issues.
- Provide analysis on British High Commission communication activities and messages, to help identify the most impactful opportunities for external communications.
- Monitor the High Commission's social media presence, report on the impact of our content, advising on improvements through evidence and data backed suggestions.
- Capture and edit high-quality graphics and assets for use on social media, print and at events that effectively communicate the UK-Tanzanian partnership.
- Publishing to UK government gov.uk website (training provided) and on social media platforms.
- Assist the communications team with general admin and contribute to corporate life at the High Commission.

Essential qualifications, skills and experience 1

- Excellent written, verbal, & interpersonal communications
- Strong research skills
- Thorough understanding of the media (traditional and social media) environment in Tanzania
- Experience capturing and editing high quality and innovative visual content for impactful digital communications campaigns.
- Highly skilled at photography, videography, and editing, including experience using Adobe Premier or equivalent.
- Practical knowledge of using digital platforms and analytics tools, including Twitter, Facebook, Instagram, LinkedIn and Google Analytics.

Desirable qualifications, skills and experience 1

- Bachelor's degree
- An understanding of digital campaigns.

Required behaviours 1

Seeing the Big Picture, Managing a Quality Service, Communicating and Influencing, Working Together

Application deadline 1 : 14 November 2023

Grade 1 : Executive Officer (EO)

Type of Position 1 : Permanent

Working hours per week 1 : 35.5 hours per week

Region 1 : Africa

Country/Territory 1 : United Republic of Tanzania

Location (City) 1 : Dar Es Salaam

Type of Post 1 : British High Commission

Number of vacancies 1 : 1

Salary 1 : TZS 42,060,191.06 per annum

Start Date 1 : 1 January 2024

Other benefits and conditions of employment 1

Learning and development opportunities:

Internal Communications learning and development opportunities are available. The UK government makes a wide-range of online and in-person training available.

Additional information 1

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- Employees recruited locally by the British High Commission / Embassy are subject to Terms and Conditions of Service according to local employment law.

- All candidates must be legally able to work and reside in the country of the vacancy with the correct visa/work permit status or demonstrate eligibility to obtain the relevant permit.
- The responsibility lies on the successful candidate to:
 - Obtain the relevant permit
 - Pay fees for the permit
 - Make arrangements to relocate
 - Meet the costs to relocate
- The British High Commission / Embassy does not sponsor visas/work permits except where it may be local practice to do so.
- Employees who are not liable to pay local income tax on their Mission salary may have their salaries reduced by the equivalent local income tax amount.
- Information about the Civil Service Success Profiles can be found on this link: <https://www.gov.uk/government/publications/success-profiles>
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