



1. POSITION TITLE: Senior Travel & Logistics Officer

Reports To:	Administration Supervisor
Supervises:	None
Division:	CWS Africa
Department:	Administration, Travel and Logistics
Team:	Tanzania
Job Location:	Kasulu, Tanzania
Grade Level:	Grade Level 6, Senior Officer/Specialist, National

Introduction:

Church World Service (CWS) is a not-for-profit, faith-based organization transforming communities around the globe through just and sustainable solutions to hunger, poverty, displacement, and disaster. CWS does not discriminate on the basis of race, color, religion, sex, national origin, gender identity, genetic information, age, disability, or veteran status in employment or the provision of services.

Primary Purpose

Primary Purpose:

This position is primarily responsible for the day-to-day management of travel and Logistics project-related activities within the unit following CWS policies and procedures. This position will uphold best travel practices while identifying cost-saving strategies, train and prepare work plans for Travel and logistics Officers in Tanzania, and offer logistics support to other Country offices in the region when required.

Responsibilities

Essential Duties:

Travel and Logistics (70%)

- Plans and coordinates the unit work schedules in collaboration with Logistics Officers
- Manages Logistics projects in collaboration with Programs Supervisors and workflows within Procurement and Finance for all Logistics transactions.
- Coordinate receipt of all IOM invoices from the Cultural Orientation department.

- Acts as the backup to the Logistics Officers in their absence.
- Participate in the onboarding of new staff to the unit and within the region.
- Review and manage the issue log for all logistics issues raised after travel from the field.
- Oversees and manages the logistics mailbox

Travel Budget Preparation and Management (15%)

- Participates in the review of budget projections for accuracy and costing.
- Manages an updated cost platform for all required travel items within all processing locations in Sub-Saharan Africa.
- Participates in quarterly and monthly travel budget projections and ensures they are received by Finance within the stipulated period.
- Collaborates with Program Managers/Supervisors to capture and track changes in the travel projections and communicates the same to the Administration Supervisor.

Vendor Management (10%)

- Manages tracking, reconciliations, and payments of all invoices from IOM across the regional offices.
- Take the lead in vendor reconciliations for all logistics vendors in consultation with Procurement and Finance.
- Oversees vendor engagements including negotiating for better prices and favorable terms of payments.
- Participates in reviewing and updating vendor management procedures and service level agreements for all vendors within Tanzania.

Additional roles and responsibilities (5%)

- Perform other duties that may be assigned to ensure the logistical support of operations related to official travel and other program objectives.

Qualifications

Qualifications:

Experience:

- Five (5) years of work experience is required.
- Supervisory experience preferred.
- Experience in field team processing activities for various locations is preferred.
- Experience in managing administrative roles is preferred.
- Experience managing travel budgets is preferred.
- Project management experience is preferred.
- Knowledge of ERP or other booking tools is an added advantage.

Skills:

- Demonstrated written and verbal English skills.
- Demonstrated computer skills, especially Microsoft Excel and Outlook.
- Demonstrated organizational and time management skills.
- Demonstrated strong communication skills.
- Demonstrated interpersonal relations.
- Demonstrated ability to manage heavy workload.

Education & Certifications:

- Bachelor's Degree or equivalent in Business Administration, Procurement, Public Administration, Supply Chain Management, or other related field, or four (4) years additional work experience in lieu of a bachelor's degree required.
- Knowledge of International relations is preferred.

Abilities:

The Senior Travel & Logistics Officer must have the ability to:

- Manage large and diverse workloads under pressure with competing priorities.
- Maintain the integrity of official records.
- Analyse and solve complex problems and make sound decisions.
- Work with minimal supervision
- Maintain a high-performance standard with attention to detail;
- Work independently and contribute to the overall operations of RSC Africa.
- Actively participate in the implementation of the U.S. Refugee Admissions Program (USRAP).

Important Requirements:

- Strong English communication skills, both written and oral.
- Ability to work in a multi-cultural environment required.
- Commitment to diversity, equity, and inclusion and willingness to support [CWS' Platform on Racial Justice](#) as a CWS employee required.

Special Requirements

Special Requirements:

- COVID-19 vaccination is required for all successful candidates.
- The candidate should be in good health, willing and able to travel extensively in often difficult conditions, and have a high degree of flexibility. Must have proof of Yellow Fever vaccination before traveling for RSC Africa.
- This position is based in Kasulu Tanzania
- This position always requires the use of laptops, competence in Microsoft Office packages is required.
- This position may require travel in sub-Saharan Africa on short notice and under sometimes difficult conditions to meet the demands of a dynamic operational program.
- **Background check which includes references, and an educational and criminal check is required before the start of employment for international applicants.**
- A valid passport and the ability to maintain a valid passport throughout the entire appointment is required, which includes having enough passport pages for travel.
- **Physical:** *This position requires bending, squatting, crawling, climbing, kneeling, sitting, standing, walking, pushing/pulling, handling objects (manual dexterity), reaching above shoulder level, using fine finger movements, and lifting/carrying heavy loads.*
- **Environmental:** *Incumbents in this position will be exposed to excessive noise, marked changes in temperature and/or humidity, dust and infectious diseases, harsh weather*

climates, long work hours, bumpy roads, extended travel, excessive sun exposure, and non-ventilated spaces.

- The US Embassy rates (Tanzania) as both HIGH in crime and HIGH in terrorism. Incumbents should fully understand the insecurities present within (Tanzania and the region). Remove if not relevant.
- Full time
- All employees should be prepared to work from the CWS office within their location of hire. Remote work arrangements may vary depending on location and the governing rulings regarding the COVID-19 pandemic.

[Apply for this job online](#)

2. POSITION TITLE: TZ Senior Administrative Assistant, Tanzania National

Requisition ID: 2023-2383

Location: TZ--Kasulu

Closing Date: 2/12/2023

About CWS

Church World Service (CWS) is a not-for-profit, faith-based organization transforming communities around the globe through just and sustainable solutions to hunger, poverty, displacement and disaster. CWS does not discriminate on the basis of race, color, religion, sex, national origin, gender identity, genetic information, age, disability or veteran status in employment or in the provision of services.

Primary Purpose

This position is responsible for running and coordinating the day-to-day administrative duties of the CWS Makere-Kasulu office. This includes receipt, distribution, and maintaining accurate records of office supplies at the CWS Kasulu office and field sites and the management of the CR accommodations.

Responsibilities

Store/ Supplies and Facilities Management (80%)

- Receives equipment and supplies destined for the store and cross-checks purchase orders and delivery notes to ensure that the correct items, quantities, and quality have been supplied to RSC Africa.
- Management of Guest houses and CR supplies.

- Manage and monitor GH and worksite cleanness and ensure there are enough supplies for cleaning the compounds.
- Maintains accurate records of the movement of office supplies and equipment to and from the stores.
- Receives requisitions from staff for stationery among other supplies and ensures timely distribution required.
- Issue supplies for each new employee and recover the supplies when staff members leave RSC Africa.
- Maintains ample stock levels in the stores by presenting timely purchase requests for supplies that are at re-order levels through liaising with the Property Supervisor or the Procurement Officer.
- Ensures that stocktaking is carried out quarterly with the Senior Accountant/finance.
- Ensures that the supplies in the store are arranged and labeled properly to ensure easy retrieval of items and to facilitate stocktaking.
- Ensures that a weekly stock report is run, updated, and shared with the Property supervisor every Wednesday for stock-level tracking purposes.
- Ensures that the store is clean, and properly arranged and stock in the store is properly secured.
- Monitoring the usable life span of expiring stock and informing the property supervisor of the condition of these stock items.
- Determining the appropriate and efficient methods of storing various supplies in the store.
- Maintains and monitors stock levels in the ERP System.
- Ensures that all store policies, procedures, and controls are followed.
- Packs supplies and equipment for Field Trips and receives the equipment on return of the Field Trip and ensures all equipment is returned in good working condition.
- Liaises with the General Services officer to ensure drivers are on standby to pick up or drop visitors, staff, and/or equipment/supplies to various destinations as required.
- Works with the General service officer, or Administration Supervisor to order and take stock of office supplies ensuring that there is always enough supply for the smooth operation of the front office.

Office Management (15%)

- Assists in preparing for high-level meetings e.g., Partner's meetings. This includes organizing visitor's snacks/lunches as requested, and preparing materials and/or reports needed (if any)
- Schedule meetings (including virtual meetings) and meeting rooms as required on the Outlook Calendars.
- Continuously works on finding ways to improve administrative processes.
- Performs front office duties and maintains Office Management procedures including contact information, directions, and frequently requested organization information.

Additional roles and responsibilities (5%)

- Perform other duties as assigned which are designed and developed to improve the operations of the CWS Africa Office.

Qualifications

Experience:

- Three (3) years of related work experience with increasing responsibilities is required.
- One experience in store management and stock recording.
- Previous experience working with an International NGO is an added advantage.

Skills:

- Demonstrated written and verbal English skills.
- Demonstrated computer skills, especially Microsoft Excel and Outlook.
- Demonstrated organizational and time management skills.
- Demonstrated strong communication skills.
- Demonstrated interpersonal relations.
- Demonstrated ability to manage heavy workload.

Abilities:

- Manage large and diverse workload under pressure with competing priorities.
- Maintain the integrity of official records.
- Analyze and solve complex problems and make sound decisions.
- Work with minimal supervision.
- Maintain a high-performance standard with attention to detail.
- Work independently and contribute to overall operations of RSC Africa.

- Actively participate in the implementation of the U.S. Refugee Admissions Program (USRAP).

Important Requirements:

- Strong English communication skills, both written and oral.
- Ability to work in a multi-cultural environment required.
- Commitment to diversity, equity, and inclusion and willingness to support [CWS' Platform on Racial Justice](#) as a CWS employee required.

Special Requirements

- COVID Vaccination is required for all successful candidates.
- The candidate should be of good health, willing and able to travel extensively in often difficult conditions and have a high degree of flexibility. Must have proof of Yellow Fever vaccination before traveling for RSC Africa.
- This position requires use of laptops at all times, competence in Microsoft office packages is required.
- This position may require travel in sub-Saharan Africa on short notice and under sometimes difficult conditions to meet demands of a dynamic operational program.
- **Background check which includes references, and an educational and criminal check is required before the start of employment for international applicants.**
- A valid passport and the ability to maintain a valid passport throughout the entire appointment is required, which includes having enough passport pages for travel.
- **Physical:** This position requires bending, squatting, crawling, climbing, kneeling, sitting, standing, walking, pushing/pulling, handling objects (manual dexterity), reaching above shoulder level, using fine finger movements and lifting/carrying heavy loads.
- **Environmental:** Incumbents in this position will be exposed to excessive noise, marked changes in temperature and/or humidity, dust and infectious diseases, harsh weather climates, long work hours, bumpy roads, extended travel, excessive sun exposure, and non-ventilated spaces.
- Full time.
- All employees should be prepared to work from the CWS office within their location of hire. Remote work arrangements may vary depending on location and the governing rulings regarding the COVID-19 pandemic.
- Any other special requirements that may be developed by Leadership and/or Management teams.

[Apply for this job online](#)