



AGIC Energy Global Technology wishes to recruit suitably qualified candidates for in the following positions:

1. Position Title: Receptionist

Line manager: Administrative Officer

Duty station: Dar es salaam – Tanzania

Purpose of the role:

As the Technical Support /logistics Assistant at AGIC Energy Global Technology, you will ensure that all equipment received from China is in good working condition. You will be required to carry out product testing and alert the Warehouse Manager of any damaged/ faulty products that need to be returned to the manufacturer.

Key roles and responsibilities:

Main Tasks

Scope

This role will provide support to the AGIC ENERGY – Tanzania Operations under the supervision of the Administrative Officer.

- First Point of contact for clients
- Attend to all correspondence.

- Make flight/travel bookings for visitors from outside Tanzania and staff travelling out of Tanzania and ensure staff members travelling out of the country are adequately insured.
- Make hotel booking in Tanzania for visitors from outside Tanzania, make accommodation booking for staff travelling out for assignments in various destinations.
- Update internal directories (e.g. staff names, phones numbers) and Outlook Calendar showing bookings of the meetings and their respective location.
- Follow up on bills and prepare for payment processing.
- Ensure all staff members record their times of arrival and departure (at office).

Other duties

- Assist the Administrative Officer in carrying out all office purchases.
- Ensure that the office equipment and supplies are available for use.
- Process requests for office supplies, cleaning materials, telephones, scanner, fax, copier internet maintenance. Use of stock cards, which should be reconciled monthly. Initiate replacement of stationery and Office supplies.
- Making accommodation bookings within Tanzania for staff traveling on official assignment both in country and to other countries. Assisting visitors from outside the country with country logistics i.e visa, flights arrangements, accommodation etc
- Maintaining an updated and well organised filing system for the office in Tanzania (mail sorting)
- Maintaining calendars for appointments and meeting.

Requirements

- At least Two (2) years' experience at same level.
- Good communication skills
- Proficiency in use of Microsoft office
- Ability to prepare reports and respond to official correspondence.

Qualification

- 2 years' work experience
- Grade 12 School certificate
- Diploma in Business Administration or equivalent.

2. Position Title: Technical Support /Logistics Assistant

Line manager: Warehouse Manager

Duty station: Dar es Salaam Tanzania

Purpose of the role:

As the Technical Support /logistics Assistant at AGIC Energy Global Technology, you will ensure that all equipment received from China is in good working condition. You will be required to carry out product testing and alert the Warehouse Manager of any damaged/ faulty products that need to be returned to the manufacturer.

You will be expected to ensure that all vehicles are well maintained with a clean service record. You will be required to transport personnel/ goods to various destinations and as such the expectations is that you are aware of all the road safety rules and you understand the Tanzanian road network.

Key roles and responsibilities:

Technical Support

- Inspection, testing and assessment of the electrical system equipment and coordinate maintenance planning
- Install and supply on/Off Grid Solar Systems to various organizations and ascertain compliance to required safety standards and approved regulations.
- Develop and implement quality assurance strategy.
- Carry out load analysis and ensure systems are within acceptable power limits.
- Compilation of daily, weekly and monthly reports to maintain records in area of responsibility.

Logistics

- Ability to navigate the Tanzania routes from Dar es salaam to other towns in the country.
- Ensure company vehicle is checked and service records are well maintained at all times.
- Maintain log books.
- Report any motor vehicle issues to the warehouse Manager.

Requirements

- Ability to test and assemble solar hardware.
- Ability to handle battery energy storage systems
- Knowledge of digital electronics or microprocessors
- Proficient in Microsoft Office Suite i.e., PowerPoint, Excel, Word

Qualification

- Diploma – Electrical engineering,

- 2 plus years of experience in a similar setting.

How to apply

kindly send your expected remuneration package (benefits included), curriculum vitae and cover letter explaining why you are interested in this job, and why we should interview you for this role. Send your application to the **Human Capital – East and Southern Africa: hr.sa@agicenergy.com**

Application Deadline: 10th May 2024