



JOB OPPORTUNITY

VACANCY ANNOUNCEMENT

The Energy Regulators Association of East Africa (EREA) is an association of utility regulators founded in 2008. It comprises of the Authority for Regulation of Water and Energy Sectors (AREEN) of Burundi; Electricity Regulatory Authority (ERA) of Uganda, Petroleum Authority of Uganda (PAU), Energy Petroleum Regulatory Authority (EPRA) of Kenya, Energy and Water Utilities Regulatory Authority (EWURA) of Tanzania, Rwanda Utilities Regulatory Authority (RURA) of Rwanda, and Zanzibar Utility Regulatory Authority (ZURA).

EREA seeks to pool expertise in energy regulatory matters to facilitate the development of sound policy proposals and legislation on energy regulation, in line with international trends and best regulatory practices; promote regional cooperation in energy infrastructure planning, capacity building' and development of sustainable energy projects and harmonised energy market structures. EREA is seeking to recruit a suitably qualified and experienced highly motivated candidate to fill the position of:

SECRETARY CUM RECEPTIONIST – (JOB GRADE EREA)

1. Job Purpose

Based in EREA office in Arusha, Tanzania, and under the supervision of the **Executive Secretary** (ES), the Secretary cum receptionist is responsible for

maintaining the smooth running of an office through a variety of administrative and clerical duties. These include handling office schedules, coordinate meetings and visits, organise files, answer phones and any other task as will be assigned by the ES from time-time.

2. Position Title and Reporting

(a) Position Title: The Secretary cum receptionist reports to Executive Secretary.

(b) Duty Station: EREA Secretariat Office based in Arusha, Tanzania

(c) Office Tenure: The office tenure of the Secretary cum receptionist is a two-year(2) contract renewable subject to performance. EREA is an equal opportunity employer, and a competitive salary will be offered to the right candidates for the post.

3. Key Roles and Responsibilities

The Key responsibilities of the secretary, including but not limited to, the following:

- (a) Provide administrative and clerical support to ES.
- (b) Schedule meetings and arrange conference facilities.
- (c) Coordinates office management activities.
- (d) Determine matters of top priority and handle accordingly.
- (e) Maintain office procedures.
- (f) Coordinate travel arrangements; prepares itineraries; prepares, compiles and maintains travel vouchers and records.
- (g) Operate office equipment, such as photocopy machine and scanner.
- (h) Direct the general public to the appropriate staff member.
- (i) Maintain hard copy and electronic filing system.
- (j) Answering calls, taking messages and handling correspondence
- (k) Maintaining diaries and arranging appointments

4. Minimum Academic Qualification and Experience

- (a) Diploma in secretarial studies from a recognised institution;

- (b) Proven experience as a secretary or similar administrative role in a similar organization;
- (c) Excellent organisational and time-management skills;
- (d) Outstanding communication and negotiation abilities; Ability to communicate in English and Kiswahili languages is desirable;
- (e) Integrity and confidentiality;
- (f) Proficiency with Microsoft Office packages;
- (g) Ability to multitask;
- (h) At least three (3) years' working experience;
- (i) Must be a citizen of Tanzania;

HOW TO APPLY

Submit your application attaching a signed application letter, copies of education and a CV detailing previous work experience, telephone contact, email address, names and contacts of three (3) referees not later than **5.00 pm on 2nd March 2020**. Applications indicating should be addressed to the following email address:

Email: hr@energyregulators.org

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED