

**THE UNITED REPUBLIC OF TANZANIA  
PERMANENT MISSION TO THE UNITED NATIONS**

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307 East 53rd Street  
Suite 500  
New York, NY 10022

**May 29<sup>th</sup> 2024**

**VACANCY ANNOUNCEMENT**

Applications are invited from suitably qualified persons to fill the following position at the Permanent Mission of United Republic of Tanzania to the United Nations in New York:

**Position: PERSONAL ASSISTANT/SECRETARY**

**Personal Assistant duties and responsibilities:**

We are looking for a responsible Personal Assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. Here are some common responsibilities of a Personal Assistant needed:

- Schedule meetings and manage calendars,
- Answer phone calls, emails and take messages,
- Take accurate and comprehensive notes at the meetings,
- Help with daily time management,
- Plan travel, including flights, accommodation and ground transportation,
- Coordinate events and speaking engagements,
- Draft correspondence such as emails and letters,
- Screen and direct phone calls and distribute correspondence,
- Handle requests and queries appropriately,
- Devise and maintain office filing system,

**Knowledge, Skills and Qualifications Required:**

- Proven work experience of not less than two years as a personal assistant,
- Knowledge of office management systems and procedures,
- MS Office and English proficiency,
- Outstanding organizational and time management skills,
- Up-to-date with the latest office gadgets and applications,
- Proficient in computer technology especially Microsoft Office applications
- Ability to multitask and prioritize daily workload,
- Excellent verbal and written communications skills,
- Discretion and confidentiality,
- Bachelor Degree preferably in Business Administration/Management.

**Terms and conditions of employment:**

- 21 days paid vacation annually,
- 14 days of sick leave annually.

Applications must be submitted along with curriculum vitae, copies of relevant certificates, valid and updated US residence and working permit by **June 15th 2024** to:

The Permanent Mission of the United Republic of Tanzania to the  
United Nations, New York  
307 East 53<sup>rd</sup> Street  
Suite 500  
New York  
NY 10022

Or via email to: [tanzania.un@nje.go.tz](mailto:tanzania.un@nje.go.tz)