



MOROGORO WOMEN TRAINING CENTRE- MWTC

JOB ANNOUNCEMENT.

Morogoro Women Training Center (MWTC) is a semi-autonomous unit of the Christian Council of Tanzania (www.cct.or.tz), registered under the Societies Ordinance of 1954, with permanent registration certificate number S.O 4632. It is legally identified under the Registered Board of Trustees of the Christian Council of Tanzania (CCT) with incorporation ordinance 1956 No. 18 of 1956 fully released on 27th, September 1966.

MWTC (www.cct-mwtc.org) is located at Mbogo Street, Mizambarauni Road, Kilakala Ward in Morogoro Municipality, and has been in place since 1979. Since its inception, it has been training women in various aspects of life including Leadership skills, Entrepreneurship skills, Sexual and Reproductive Health Education (SRHE), raising awareness of women on contemporary and Psycho-socio matters, agribusiness and carrying hotel and hospitality activities. It also implements the special program on funding the selected girls from special tribes.

Position: **Executive Secretary**

Supervisor: **Director**

Duration: **1year renewable**

QUALIFICATIONS.

- i. A person with age between 25 -45 years old.
- ii. A Christian led by fear of God from church members of the Christian Council of Tanzania.
- iii. A “BA” holder in Business Administration, Public Administration, Law and Management courses from a recognized University.

- iv. A person proficient in communication and writing skills, and gifted in grammar by using both Kiswahili and English languages.
- v. A person excellent in composing official emails, office memos, and other official documents as well as answering and directing phone calls.
- vi. A person who has the ability to handle clients, customers, and visitors.
- vii. Computer knowledge in MS Word, MS Excel, MS PowerPoint, Internet, Email, and MS Publisher from recognized institutions.

PERSONAL ATTRIBUTES

In addition to the above skills and qualifications, applicants for the above positions are required to have the following attributes:

- i. A very high level of integrity, honesty, and a sense of responsibility;
- ii. Ability to work under pressure and produce expected results;
- iii. Ability to work in a dynamic team;
- iv. Ability to self-manage, achieve results, and meet deadlines;
- v. Willingness to work beyond the call of duty.

JOB DESCRIPTION

- i. Answering and directing phone calls, messages, and official emails,
- ii. Maintaining the center schedules according to the annual work plan,
- iii. Organizing documents and files both soft and hard copies and paperwork, and maintaining a filing system,
- iv. Welcoming and addressing issues related to business clients/ guests,
- v. Documenting all center information,
- vi. Scheduling meetings and conferences,
- vii. Assisting Director in all issues related to Administration and Human Resources.
- viii. Promoting Networking and Collaboration with the like-minded organizations
- ix. Work as Center Administrative Secretary.
- x. Assisting supervisors and staff with company projects and tasks.
- xi. Carry all other related tasks as assigned by the Center Director

Candidates who possess the above qualifications and experience are encouraged to apply. Only short-listed candidate will be considered. Please attach all supportive documents on your application and send to:

**Director,
Morogoro Women Training Centre-MWTC,
P.O.BOX 696,
MOROGORO.**

Applications can be sent via email: director@cct-mwtc.co.tz and emmamoses69@gmail.com

Deadline of receiving applications is January 31, 2023.