

DAR ES SALAAM STOCK EXCHANGE PLC



EXCITING CAREER OPPORTUNITY

The Dar es Salaam Stock Exchange PLC (DSE) was established in 1996 as a company limited by guarantee without share capital. In June 2015, it changed to a public company limited by shares and in July 2016 it was self-listed.

The principal activity of the DSE is, among others, to provide a platform for trading of listed securities and facilitate companies to raise capital via issuance of shares and bonds.

To enhance its operational efficiency, DSE is looking for an ambitious, highly motivated candidate with integrity and experience to fill the position of **Office Management Assistant** and thus, inviting applications from suitable qualified candidates. Further details of the position are highlighted below.

Job Purpose:

Responsible for ensuring smooth running of CEO's office as well as variety of administrative support duties within the office. Also responsible for maintaining and managing the DSE's records and documents, ensuring their accuracy, security and compliance with regulatory requirements while upholding the DSE's data privacy and confidentiality standards.

Required Academic Qualifications, Experience, Skills & Competencies:

- Diploma in Business Administration or equivalent qualification from recognized institution
- Advanced proficiency in Microsoft Office Suite, particularly Word, Excel, PowerPoint, and Outlook
- Minimum of two (2) years' relevant experience in a reputable institution.
- Ability to multi-task, prioritize, and manage time effectively, with a proactive and solution-oriented approach.
- Strong organizational skills, with the ability to work independently and a team.
- Professionalism, discretion, and confidentiality in all aspects of the role.
- Excellent communication skills, both written and verbal, with strong attention to detail.
- Fluent in English and Swahili languages.
- Securities Investment & Trading (SIT) Certification is an added advantage.
- Relationship Management and Customer Care skills.
- Cross Cultural diversity skills.
- Good understanding of the DSE PLC and its operations.

Key Duties:

KRA 1: Executive Support

- Manage and prioritize the CEO's calendar including scheduling meetings, appointments, speaking engagements, and travel arrangements.
- Plan and organize the CEO's travel logistics, including booking flights, accommodations, visas, transportation and itineraries.
- Prepare and provide daily schedules and briefs to the CEO.
- Keep the CEO informed on time-sensitive/priority matters and ensuring appropriate follow-up.

- Receive/attend CEO's phone calls and visitors, respond to routine requests of information, take messages and directing calls appropriately.
- Serve as the primary point of contact for the CEO, managing incoming and outgoing communications.
- Processing supplies for the CEO's Office and keep them in safe custody.
- Provide administrative and logistics support to CEO's meetings.
- Respond or draft responses to standard/ routine correspondence and other communications as assigned by CEO.
- Maintain important contacts.
- Provide secretarial support to other Executives/Board as needed.

KRA 2: Records Management

- Maintain paper and electronic filing system as well as database.
- Read and analyze incoming correspondences, submissions, queries and reports and plan their distribution to relevant department.
- Scan all incoming mails and facilitate file movements and retrievals via Document Management system (DMS).
- Maintaining and organize confidential files, documents, and records.
- Maintain strict confidentiality of sensitive information by adhering to data privacy and communication protocols.
- Follow-up on impending actions; routes information and queries for response as appropriate.
- Work closely with other departments to facilitate records management needs.
- Organize and archive records in compliance with organizational policies and regulations.

KRA 3: Administrative Support

- Provide backup support for receptionist when necessary.
- Attend general emails and forwarding emails to responsible officials where necessary.
- Respond to emails in a professional and timely manner.
- Assist HoDs in draft of various official correspondences as directed and under supervision.
- Scheduling and canceling meetings and appointments for HoDs.
- Facilitate travel arrangements for HoDs, other staff members and business guests.
- Provide administrative support to ensure smooth running of Board meetings.
- Oversee meeting rooms management – booking & tidiness.
- Provide administrative support during DSE events.
- Administer preparation of training materials for DSE trainings and training room.
- Effective control of CEO's office petty cash transactions and replenish petty cash fund in a timely manner.
- Perform any other duties as may be assigned by Supervisor.

Remuneration

Competitive remuneration package will be offered.

Mode of Application

The vacancy is also available under "Career" at DSE's website: www.dse.co.tz

- Only online applications will be accepted via DSE's website: www.dse.co.tz
- Applicants MUST register on the Job Portal and apply for the job providing all the required information. Failure to do so, will result in an incomplete application.

The deadline for submitting the application is 17th February, 2025