



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Embassy of Switzerland in Tanzania

As the official representation of Switzerland, the Embassy covers all matters concerning diplomatic relations between Switzerland and Tanzania. It represents Swiss interests in the areas of political, economic and financial affairs, legal arrangements, science, education and culture. The Embassy of Switzerland also implements an important cooperation program in Tanzania and is working in partnership with governmental institutions, NGOs, as well as with other national and international agencies.

In order to strengthen our administrative team, we are currently looking for a pro-active and competent Tanzanian professional in order to fill the position of a

Premises and Procurement Manager

Job Description / Responsibility

Procurement and purchases of fixed assets and services for the office

- Coordinating the administrative process with external parties (contractor, consultants) for repair and maintenance of premises
- Support the Head of Administration in coordinating contracts for construction projects and major maintenance work
- Responsible for procurement of locally available goods and services related to office premises (e.g., gardening company, cleaning agents)
- Manage utility services and payments for the Embassy, Residence and staff accommodations
- Contact person for suppliers and contractors

Property, Building and facility management

- Supervise, coordinate and control maintenance and repairs of buildings, office furniture and equipment
- Ensure disposal or sales of fixed assets
- Supervise and verify services by internal staff and 3rd party suppliers
- Maintain the fixed asset inventory in accordance with FDFA rules and regulations

Personnel

- Coach and supervise the staff
- Support and guide team members
- Carry out (semi) annual performance assessment of subordinates

Substitute to Logistic, IT and Security Officer

- Ensure transparent purchase of fuel and liaison with fuel suppliers
- Ensure the proper maintenance of the vehicle logbooks
- Maintain the vehicle tracking system

Requirements

Education

- Bachelor Degree/Diploma in Business Administration from recognized institution in a related field
- Very strong communication skills in English /Kiswahili
- Knowledge of French and /or German language is an added advantage

Work Experience

- Minimum 5 years working experience thereof a minimum of 2 years in a similar position
- Experience with an international employer or foreign mission is a must
- Experience in interaction with the Government of Tanzania, including on protocol issues is an added advantage

Other skills

- Excellent IT skills, well versed in working with Ms Outlook, Word, Excel and Power Point
- Excellent communication and typing skills (English and Swahili)
- Very good organization skills; through knowledge of modern office procedures and practices
- Analytical skills and able to meet deadlines while remaining organized and accurate
- Readiness to acquire new knowledge and skills
- A flair for technical issues
- Customer Orientation with creativity/innovative capacity
- Ability to work in a multicultural team

Interested candidates who fulfill the requirements are required to request the application form through our email daressalaam.jobapplication@eda.admin.ch

Only shortlisted candidates will be contacted for an assessment

Application Deadline: 02 February 2026