



1. JOB TITLE: Administrative Assistant

Deadline: 10th July 2026

Job Identification: 804

Tanzania, United Republic of

JOB DESCRIPTION

Why Airtel Africa?

At Airtel Africa, we act with passion, energy, and a can-do attitude. Innovation with an entrepreneurial spirit drive us. If you like "ordinary", then we are not for you.

We champion diversity. We anticipate, adapt, and deliver solutions that enrich the lives of communities we serve. we roll up our sleeves to win with our customers.

By choosing Airtel, you choose to be part of a winning team. All this in addition to a brilliant opportunity to build a career in your field of expertise, across our different operating companies in Africa.

Airtel Africa is proud to be an equal opportunity employer and remain fully committed to diversity and inclusion in the workplace.

RESPONSIBILITIES

Smooth running of HOD's calendar

- Maintain manual & electronic files for HOD
- Assist HOD in organizing meetings
- Book travel & accommodation for the HOD
- Sieve documents going into the HOD Office, ensuring that all documents are in order

Efficient filing system

- Files and follows up on paperwork and actions effectively & efficiently
- Records management of department
- Handle all incoming and outgoing mail and ensure their proper distribution
- Coordinate courier services and monitor the accounts

Smooth running of HOD's office

- Handle crisis calmly & effectively
- Identifies and flags issues that have been pending and are awaiting HOD's approval/follow up
- Proposes ideas for improving work processes & Procedures

Great Customer Service

- Presentable and courteous with associates, visitors, clients & customers
- Assist the HOD in preparing correspondence, memorandum & reports

Project Management

- Initiates, handles, coordinates and follows through initiatives and projects with others without being constantly reminded
- Conduct business responsibly & expeditiously

Travel arrangements

- Bookings and travel arrangements for staff and consultants traveling outside and within Tanzania

HR Point of contact

- Provide office orientation for new employees

QUALIFICATIONS

Educational Qualifications & Functional / Technical Skills

- A University degree/Advanced Diploma in Social Science, Business Administration or similar qualification
- Computer Skills in Ms Office
- Knowledge of Reading & Writing English & Kiswahili

Relevant Experience (Type of experience and minimum number of years)

- Basic knowledge of Administration procedures & practices
- Able to perform in performance driven organization

Other requirements (Behavioural etc.)

- Customer Oriented
- Strong organization skills
- Attention to details
- High personal standards and goal oriented
- Excellent interpersonal skills

APPLY HERE