



SUA Investment Company

Exciting Career Opportunity

Position:	Receptionist
Duty Station:	Morogoro, Tanzania
Employment Type:	Contract
Reporting to:	Administrator
Age Limit:	35 years at the date of application

Introduction

SUA Investment Company Limited is a subsidiary company of the Sokoine University of Agriculture (SUA), incorporated under the Companies Act No. 12 of 2002. The core objective of the Company is to establish, operate, and coordinate various commercial enterprises and income-generating activities to supplement the University's revenue, thereby supporting academic operations, research, and general university development.

The Company is seeking to recruit a competent, committed, and results-oriented **Receptionist** to serve as the first point of contact for visitors, clients, investors, staff, and other stakeholders of SUA Investment Company. The successful candidate will provide professional front-office services and support the smooth flow of communication within the Company.

Key Responsibilities and Roles

The Receptionist Officer will:

- Receive, welcome, and assist visitors and clients professionally and courteously.
- Operate the reception desk and ensure that visitors are attended to promptly.
- Notify relevant staff when visitors arrive for appointments.
- Schedule and confirm appointments and meetings.
- Maintain an organized, clean, and professional reception area.
- Provide basic information about the Company, its services, and office procedures.
- Support the Administration Officer with general administrative duties.
- Ensure that confidential information received at the reception desk is handled appropriately.
- Monitor office access and report any security or maintenance concerns.
- Assist in organizing meetings, workshops, and other Company events.
- Perform any other duties assigned by the supervisor or management.

Indicators of Good Performance

- Professional and courteous treatment of all visitors and clients.
- A clean, organized, and welcoming reception area.

- Effective communication with staff and external stakeholders.
- Proper maintenance of visitor, correspondence, and appointment records.
- Timely referral of enquiries to the appropriate departments.
- Positive feedback from visitors, clients, staff, and management.

Qualifications and Experience

- A Certificate or Diploma in Front Office Operations, Secretarial Studies, Business Administration, Public Relations, Customer Service, or a related field.
- At least two years of relevant working experience as a Receptionist, Front Office Assistant, Customer Service Officer, or in a related position.
- Proficiency in Microsoft Office applications.
- Good command of written and spoken English and Kiswahili.
- Good customer service.

Skills and Attributes

The ideal candidate must be able to provide support to various management and leadership levels, and work well independently with the following skills and attributes:

- Excellent customer-service and interpersonal skills.
- Clear, polite, and professional reception etiquette.

- Good communication and listening skills.
- Pleasant personality and professional appearance.
- Strong organizational and time-management skills.
- Ability to remain calm and courteous under pressure.
- High level of integrity, confidentiality, and reliability.
- Good attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Basic computer and record-keeping skills.
- Ability to manage multiple enquiries and tasks efficiently.

SUA Investment Company offers:

- A professional and supportive working environment;
- Exposure to investment, business, and corporate administration;
- Exciting, unparalleled exposure to advisory skills, competencies and tools;
- Continuous learning and development;
- Exposure to multi-disciplinary client service teams; and
- Unrivalled space to grow and be innovative.

If your career aspirations match this exciting opportunity, please forward your application letter, CV giving details of your qualifications and experience, and copies of relevant academic and professional certificates, quoting SUALTD/2026/01–Receptionist on or before 3rd September, 2026 to **suainvestment@sua.ac.tz**

Only shortlisted candidates will be contacted

Issued on Wednesday 19th August, 2026



SUA Investment Company

Exciting Career Opportunity

Position:	Administration Officer
Duty Station:	Morogoro, Tanzania
Employment Type:	Contract
Reporting to:	Manager
Age Limit:	35 years at the date of application

Introduction

SUA Investment Company Limited is a subsidiary company of the Sokoine University of Agriculture (SUA), incorporated under the Companies Act No. 12 of 2002. The core objective of the Company is to establish, operate, and coordinate various commercial enterprises and income-generating activities to supplement the University's revenue, thereby supporting academic operations, research, and general university development. The Company is seeking to recruit a competent, committed, and results-oriented Administration Officer to provide effective administrative, coordination, and office-management support to the Company. The successful candidate will be responsible for ensuring the smooth and efficient operation of the office while supporting management and assisting in implementing administrative procedures.

Key Responsibilities and Roles

The Administration Officer will be responsible for:

- Coordinating the Company's day-to-day administrative operations.
- Developing and implementing marketing plans in line with the Company's strategic objectives.
- Promoting SUA Investment Company's investment products, services, and business opportunities.
- Monitoring office supplies, equipment, and general office requirements
- Identify potential clients, investors, business partners, and new market opportunities.
- Prepare marketing materials, brochures, presentations, newsletters, advertisements, and promotional content.
- Manage and update the Company's website and social media platforms.
- Create content for social media, email campaigns, websites, and other communication channels.
- Maintaining confidentiality and exercising professionalism when handling sensitive Company information.
- Prepare regular reports on marketing activities, customer enquiries, leads, and campaign performance.
- Performing any other duties as may be assigned by the supervisor or management from time to time

Indicators of Good Performance

- Efficient and timely delivery of administrative and marketing

- services.
- Increased awareness and visibility of SUA Investment Company.
- Timely preparation of administrative and marketing reports.
- Good communication and cooperation with staff and stakeholders.
- Ability to prioritize tasks appropriately according to urgency and importance.
- Efficient use of Company resources
- Effective use of digital and traditional marketing channels.
- Growth in client enquiries, leads, investors, and business opportunities.

Qualifications and Experience

- A university degree in Business Administration, Marketing, Commerce, Public Administration, Management, Public Relations, Communications, or a related field from a recognized institution.
- At least 2 years of relevant working experience in administration, office management, marketing, sales, business development, public relations, or a related position.
- Proficiency in Microsoft Office applications and digital marketing tools.
- Experience in office administration, records management, client relations, digital marketing, social media management, and market research.
- Good command of both written and spoken English and Kiswahili.
- Knowledge of investment, financial services, or related business sectors will be an added advantage.

Skills and Attributes

The ideal candidate must be able to provide support to various management and leadership levels, and work well independently with the following skills and attributes:

- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Computer literacy and ability to use digital office systems
- Professionalism, integrity, and confidentiality.
- Ability to work independently and as part of a team.
- Ability to manage multiple tasks and meet deadlines.
- Good customer-service and relationship-management skills
- Flexibility, initiative, and a positive attitude.
- Ability to work effectively under pressure.
- Commitment to excellence and customer-focused service.

SUA Investment Company offers:

- A professional and supportive working environment;
- Exposure to investment, business, and corporate administration;
- Exciting, unparalleled exposure to advisory skills, competencies and tools;
- Continuous learning and development;
- Exposure to multi-disciplinary client service teams; and
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