EXCITING CAREER OPPORTUNITY

EXECUTIVE ASSISTANT



Requirements

- Bachelor's degree in Business Administration, Secretarial Studies, Office Management, Public Administration, Management or a related field.
- A professional qualification in Secretarial Studies, Administration or Executive Assistance will be an added advantage.
- At least three (3) years of relevant experience in executive assistance, office administration or a similar role.
- Change management experience and good business experience will be an added advantage.

Send your letter and CV to **career@selcom.bank**
Deadline **07th November 2026**

Motivation letters should include a summary of your achievements in your current position.

selcom bank microfinance

POSITION: EXECUTIVE ASSISTANT

Location: Dar es Salaam, Tanzania

Employment Type: Full-Time

Department: CEOs Office

Selcom Microfinance Bank is seeking a highly organized, proactive, professional, and detail-oriented individual to join our team as an Executive Assistant.

Job Purpose

The Executive Assistant will provide high-level administrative, organizational, and coordination support to the Chief Executive Officer and when required, the Executive Management. The successful candidate will ensure effective management of executive schedules, meetings, correspondence, confidential documentation, and administrative activities to support efficient decision-making and smooth business operations.

Duties & Responsibilities:

Key Responsibilities

1. Manage the Chief Executive Officer's 's calendar, appointments, meetings, and daily schedule.

2. Coordinate executive meetings, prepare agendas, record minutes, and monitor action points.

3. Draft, review, and manage official correspondence, reports, presentations, and other executive documents.

4. Handle incoming and outgoing communications professionally and efficiently.

5. Organize business travel arrangements, including flights, accommodation, transport, and itineraries.

6. Maintain proper filing systems and ensure secure handling of confidential documents.

7. Coordinate communication between executive management, departmental heads, employees, clients, and external stakeholders.

8. Follow up on management decisions, assignments, and deadlines to ensure timely

Qualifications and Experience

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3. At least three (3) years of relevant experience in executive assistance, office administration, or a similar role.

Required Skills and Competencies

1. Excellent written and verbal communication skills.

2. Strong organizational and time-management abilities

3. High levels of integrity, confidentiality, and professionalism.

4. Excellent interpersonal and stakeholder-management skills.

5. Strong report writing, minute-taking, and documentation skills.

6. Ability to manage multiple priorities and work under pressure.

7. Proficiency in Microsoft Office applications, particularly Word, Excel, PowerPoint, and Outlook.

8. Strong analytical, coordination, and problem-solving skills.

9. Ability to work independently with minimal supervision

All motivated and interested candidates are invited to send their applications and updated CVs including updated certificates/certifications (if any) not later than 07th November 2026 send to **career@selcom.bank**. Motivation letters should include a summary of your achievements in your current position.