

EMBASSY OF THE UNITED REPUBLIC OF TANZANIA



Groot Hertoginnelaan 28,
2517 EG, The Hague,

The Netherlands.

Tel: +31 (0) 702156450

Fax: +31 (0) 702159909

Email: contact@tanzaniaembassy.nl

Website: www.nl.tzembassy.go.tz

VACANCY

The Embassy of the United Republic of Tanzania in The Hague is looking for a competent Trade and Investment Assistant commencing March 2023, on a full-time basis, for a period of twelve (12) months with the possibility of renewal. The closing date for application is **05th February 2023**.

Requirements:

- Must be a legal resident of the Netherlands;
- Hold a Bachelor in International Economics and Trade or related subjects;
- Minimum 2 years professional experience preferable in international environment;
- Have a high proficiency of written and spoken English, with good communication skills in Kiswahili and Dutch languages being considered as an asset;
- Be flexible in the work he/she performs;
- Be conversant with general government office procedures, including the filing system;
- Have good customer service/care experience;
- High degree of integrity and confidentiality;
- Have excellent computer and internet literacy especially with good knowledge of MS Word, Power Point, Publisher and Excel;
- Team-oriented and friendly personality;
- Be ready to perform other tasks that are carried out by officers in the analogous grade; and
- Have effective organizational skills in addition to willingness to work beyond normal office hours when the need arises.

We offer:

- A welcoming and friendly team
- Regular salary
- Extra payment for working overtime

After acceptance, the applicant will be required to undergo interview and submit certificate of conduct (Verklaring Omtrent het Gedrag).

Please send your application and CV in English to contact@tanzaniaembassy.nl.

We are looking forward to hearing from you!