

THE UNITED REPUBLIC OF TANZANIA
EMBASSY OF THE UNITED REPUBLIC OF TANZANIA

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1232 22nd Street, N.W.,
WASHINGTON, D.C. 20037.

In reply please quote:

30 September, 2024

VACANCY ANNOUNCEMENT

Position: ONE (1) EMBASSY ASSISTANT (LOCALLY EMPLOYED)

Job Requirements/ Qualifications:

1. The applicant must have all required documents to work in the United States of America.
 2. The applicant must have a minimum of High School education or Equivalent.
 3. The applicant must have excellent written and verbal communication skills in English.
 4. The applicant must possess good interpersonal skills.
 5. The applicant must have cross-cultural competence.
 6. The applicant must have a good knowledge of Tanzania, its people and culture.
 7. The applicant must be hardworking, team-player, self-motivated, innovative, and flexible.
 8. The applicant must be computer-literate.
 9. The applicant must be flexible with working days and hours.
 10. Previous work experience with Diplomatic Missions is an added advantage.
- ❖ Interested candidates should send their Resumes/Curriculum Vitae (CVs) and job application letters (cover letters) to:

**H.E. Ambassador,
Embassy of the United Republic of Tanzania,
1232 22nd St. NW, Washington, D.C. 20037.**

or

Email: recruitment@tanzaniaembassy-us.org

Deadline for sending applications is **October 15, 2024**. Only successful candidates will be contacted.

**Issued by:
MANAGEMENT**