

# JOB ALERT

 **TITLE** EACOP Project - HR & TAS Coordinator

 **KEY ATTRIBUTES**

- **Professional experience:** Bachelor degree in Contracts & Procurement, Business, Accounting or other field with suitable (ideally 5+ years) experience in contracts administration in an HR related position.

A suitable candidate without direct experience will be considered and can be trained internally.

**Technical competencies:**

- Organization, communication, reporting, documentation management and Office 365 skills are essential. Specific expertise in working with Excel, PowerPoint, Word documents is mandatory. HR background is required.
- Behavioral competencies: Ability to work in a multi-cultural and fast moving business setting, with excellent interpersonal and communications skills are essential.
- Fluent in English: speaking, writing

**DEADLINE**

5:00 pm, Friday 19th November

**VIEW DETAILS & APPLY**

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 0692961040 For Inquiries

 **DAR ES SALAAM**