



Sea Sense Organization
Mikocheni B, Dar es Salaam
Hse #7 Seleka Street,
Telephone: +255 (0)686 150 046
www.Seasense.or.tz
Email: info@seasense.or.tz

Job Description: Project Assistant

Position Title: Project Assistant
Reports To: Programme Coordinator
Department: Programme Department
Employment Type: Full-time

Job Summary:

The Project Assistant supports Sea Sense projects by handling administrative tasks and logistics. This role requires organization, attention to detail, and effective communication skills.

Key Responsibilities:

- Prepare and manage project documents and reports.
- Handle project correspondence.
- Organize project events.
- Collect and analyze data for reports.
- Support data entry and basic analysis.
- Ensure timely submission of monitoring data.
- Facilitate communication between project staff.
- Develop and share project communication materials.
- Any other duties assigned by line Supervisor

Qualifications:

- Bachelor's degree in Business Administration, Project Management, Social Sciences, or a related field.
- Strong organizational and time management skills.
- Excellent written and verbal communication.
- Proficiency in Microsoft Office.
- Attention to detail and accuracy.
- Ability to work independently and in a team.

Application Process:

Interested candidates should submit their resume, cover letter, and references to Finance@seasense.or.tz by 26th July, 2024. Please include 'Project Assistant Application' in the subject line.

Equal Opportunity Employer Statement:

Sea Sense is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.