



## RECRUITMENT FOR OFFICE ADMINISTRATOR/RECEPTIONIST TO SUPPORT A NATIONAL MULT SECTORAL EARLY CHILDHOOD DEVELOPMENT (NM-ECD) PROGRAMME

**Tanzania Early Childhood Development Network (TECDEN)** is a national umbrella network of Early Childhood Development (ECD) Civil Society Organizations which are working to promote Early Childhood Development in Tanzania by influencing change in policies, programmes and practices that impact on the holistic development of the child, inspired by a vision that the rights and needs of all infants and young children must be realized in order to survive, grow and develop to their full potential. TECDEN has been in operation since 2000 and is a leading platform for ECD dialogue coordination among civil society, government and other stakeholders.

TECDEN in partnership with Children in Crossfire Tanzania have recently secured funding from the Conrad N. Hilton Foundation to deliver an ambitious three years project championing ECD policy and programming advocacy. The project to be popularly known as “Mtoto Kwanza” will provide lead support to the government of Tanzania and to the wider ECD stakeholders in supporting the implementation of the anticipated National Multisectoral ECD Programme both at national, regional and council levels. The project will support civil society engagement with national monitoring mechanism as well as establish a network of local civil society organizations across all mainland regions of Tanzania to effectively engage regional and local government in ECD programming. Through partnership with the Union of Tanzania Press Clubs (UTPC), community engagement will be enhanced via a network of ECD champion journalists reporting on all ECD domains across all Tanzania mainland regions.

**We are recruiting for Office Administrator/Receptionist to support successful implementation of this unique and exciting project. The position will be based in the TECDEN Office based in Dodoma:**

**Office Administrator/Receptionist:** The Office Administrator/ Receptionist will provide support to office administration and front desk based activities. This include front desk based activities, office cleanliness, support printing, photocopying and scanning of the documents, ensure proper filling of the office documents.

Detailed **JOB DESCRIPTION** for this exciting position can be downloaded from: <https://www.tecden.or.tz/>

**Interested and motivated candidate are highly encouraged to send CV and cover letter by email to:** [recruitment@tecden.or.tz](mailto:recruitment@tecden.or.tz)

Closing date for applications: **Wednesday 26<sup>th</sup> January 2022.**