



The East African Community is a regional intergovernmental organization comprising the Republic of Burundi, Democratic Republic of Congo, the Republic of Kenya, the Republic of Rwanda, Federal Republic of Somalia, Republic of South Sudan, the Republic of Uganda and the United Republic of Tanzania with its Headquarters in Arusha, Tanzania.

The EAC mission is to widen and deepen economic, political, social and cultural integration to improve the quality of life of the people of East Africa through increased competitiveness, value added production, trade and investments.

Applications are invited from suitably qualified citizens of United Republic of Tanzania for the following positions for the interim support to the East African Community Headquarters in Arusha, Tanzania:

1. Post Title: [Procurement Assistant 2 Posts](#)

Procurement Assistant,

Equivalent to G3

Requirements:

- Diploma in Business Administration, Procurement and Supplies or equivalent
- Minimum three years of relevant practical experience in the field of Procurement for Goods and Services,

- Excellent written and verbal communications in English and Kiswahili.

2. Post Title: Budget Assistant

Budget Assistant, Equivalent to G3
Ref.:EAC/HR/2023-24/06

Requirements:

- Minimum of a Diploma in Business Administration, Accounting, Finance or related disciplines.
- Experience of minimum of 3 years in Budget preparation and / or control, accounting, financial report, or relevant working experience

3. Post Title: Secretary 3 Posts

Secretary, Equivalent to G3 Ref.:EAC/HR/2023-24/07

Requirements:

- Ordinary level in addition to Diploma in Secretarial studies and certificate in Computer studies covering Microsoft office
- Minimum five years' experience, with minimum 1-year experience managing a Departmental Office. Also, skills in typing of at least 40 wpm are necessary.

4. Post Title: Travel Logistics Assistant 2 Posts

Travel Logistics Assistant,
Equivalent to G3
Ref.:EAC/HR/2023-24/08

Requirements:

- Diploma in International Air Travel Management. (IATA).
- Certificate in airline booking systems Galileo /Amedeus)
- A minimum of 3 years working experience in a Travel Logistics office; Travel Agent or Airline

- Diploma in Business Management, logistic, supply management and/ or related disciplines, is an added advantage

5. Post Title: Driver 2 Posts

Driver, Equivalent to G2 Ref.:EAC/HR/2023-24/09

Requirements:

- Must have Ordinary Level education and valid Driving License Category C
- Minimum 5 years' experience of driving

Eligibility: Only applicants from United Republic of Tanzania are eligible to apply.

Terms and Conditions

The successful candidates for the above positions will be issued an interim contract for a period of three (3) months.

How to apply

Interested candidates should submit their applications quoting the reference number of the position applied for by courier service or email (application letter, curriculum, copies of both academic and professional certificates and testimonials and contacts of three referees)to address below:

The Secretary General East African Community P. o Box 1096 Arusha – Tanzania.

Tel:+255 27 2162100 Fax:+255 27 2162190

E-mail: vacancies@eachq.org

Deadline for submission of applications: Friday, 6th March 2024 at 5.00 pm