



JOB DESCRIPTION FOR EXECUTIVE SECRETARY OF TIARB

Tanzania Institute of Arbitrators (TI Arb) was registered by the Registrar of Societies with a Certificate Registration SO. No.8833. and was launched on 10th December 1999 by the former Chief Justice of Tanzania Hon. Francis Nyalali. The main function of TI Arb is to promote and facilitate the resolution of commercial disputes built on integrity, neutrality and service excellence in Tanzania.

TI Arb is interested to recruit a dynamic Executive Secretary who will meet the following description:

Accountable to: The Council of TI Arb

Location: Dar es Salaam, Tanzania

Primary Objectives of Position:

To advise and assist the President and the Council of TI Arb in the development of Institute's policies, programs, employed personnel and general day to day operation and management of the Institute on behalf of the Council and Members of the TI Arb. The Executive Secretary is responsible to the Council in the effective operation of the Institute, its committees and meetings. Further, the Executive Secretary provides personal leadership to employed personnel and the operations of TI Arb to assure the use of sound management principles and effective fiscal management.

Key Responsibilities:

- **Administration:** To conduct day to day operation and management of the Institute. To supervise, develop and coordinate the overall administration and function of all policies, programs, and services of the TI Arb so as to ensure a high level of service, assistance and responsive communications to both internal and external stakeholders. To ensure that the Institute maintains the best technological infrastructure to support its activities and services.
- **Internal and External Communications** – Effectively represent and articulate TI Arb's mission and goals to internal and external audiences. Develop effective channels of communication and information distribution within TI Arb. Report to the Council at regular meetings and through communications via email or telephone. Assure that TI Arb's mission, programs and services are consistently presented in a strong and positive image to various stakeholders such as members of the Bar via Tanganyika Law Society, the Judiciary, Business Communities and the greater community both local and international. Be an active promoter of TI Arb's activities and events, networking and promoting the Institute.
- **Advisor** – To act as the eyes and ears of TI Arb and provide recommendations to the Council on many issues, such as developments affecting the practice of law and the legal profession on matters of Arbitration, Adjudication but not limited thereto, and remain in the forefront of the knowledge base of membership building and member benefits with a focus on how to position the Institute in order to remain valuable to members, the public and the development of the law.
- **Organizational Support** – To facilitate the smooth functioning of the Council by preparing Council meetings, reports to the Council and assist in the preparations of the Annual General Meeting. To attend all meetings of the Institute, and of the Council and to take minutes of the proceedings of such meetings.
- **Financial and Asset Management** – To be an effective steward of the finances of TI Arb, insuring sound fiscal practices, oversee the development of and maintain an effective system of financial accounting for receipts and disbursements and sound approval processes and auditing that will deter and detect any misuse

of TI Arb assets, exercise prudent judgment in investment of TI Arb's funds within Council guideline(s). To recommend yearly budget for Council approval and prudently manage the Institute's resources within those budgets, and generally establish and oversee the financial records for TI Arb.

- **Other duties:** To perform other duties and assume other responsibilities as may be assigned by the Council of TI Arb from time to time.

Minimum Requirements:

- Bachelors degree
- Proficient in Microsoft Office (Outlook, Word, Excel, Access and Power Point), Adobe Acrobat, and Social Media web platforms

Knowledge, Skills, Abilities:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders
- Good level of written and verbal communication skills
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment

How to apply:

Applicants should provide:

- Current resume detailing your education and experience and attaching certified copies of respective certificate(s)
- Letter of interest describing how you meet the qualifications for this position and why you would like to be considered

Eligible applicants should send their applications before 3rd September 2021 to:

The President
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