



VACANCY ANNOUNCEMENT

The Evangelical Lutheran Church in Tanzania (ELCT) is a faith-based organization registered on 19th June 1963 with headquarters offices at Arusha. The mission of the ELCT is to provide holistic care to all people. The management and leadership oversight is provided by the ELCT Secretary General assisted by four Deputy Secretary Generals (DSG) - including the DSG for Mission and Evangelism, DSG for Social Services and Women's Works, DSG for Planning and Development and DSG for Finance and Administration.

ELCT wishes to recruit qualified, motivated and dynamic individual for the below described position. All applicants are strongly advised to read to adhere to application instructions and guidance provided.

Position: **EXECUTIVE ASSISTANT TO THE SECRETARY GENERAL (1)**

Reports to: Secretary General, ELCT

Duty Station: Arusha

Position Summary

The Executive Assistant provides high-level administrative support to ensure the smooth and efficient operation of the Secretary General's Office. This position is key in managing scheduling, coordinating complex calendars, handling communications and organizing essential aspects of the Secretary General's responsibilities. The role also involves supporting the planning and execution of Church constitutional meetings and other meetings of the Secretary General and preparing official correspondence. Additionally, the Executive Assistant is responsible for maintaining and retrieving official records, receiving and attending to guests and arranging appointments to ensure the proper flow of engagements. Beyond core administrative duties, the Executive Assistant manages and supports special strategic tasks assigned by the Secretary General that directly contribute to the overall operational effectiveness of the ELCT Secretariat.

Specific Duties and Responsibilities

- i. Coordinate Church Constitutional Organs meetings, including preparation of documents, communication with delegates and facilitation of resolution implementation.
- ii. Proactively manage the Secretary General's calendar, appointments and events while efficiently resolving scheduling conflicts.
- iii. Handle communications, including emails, phone calls and correspondence, professionally and promptly.
- iv. Write letters, memos and other official documents for the Secretary General's review and signature.
- v. Ensure office files, records and documents are systematically organized, secure, and kept confidential.
- vi. Receive and attend to office visitors in a courteous and professional manner.
- vii. Arrange and coordinate domestic and international travel, including flights, accommodations, transportation and detailed itineraries.
- viii. Preparation and monitoring of the Secretary General Office's annual budget.
- ix. Manage highly sensitive and confidential information with discretion and integrity.
- x. Perform other duties as assigned by the Secretary General.

Qualifications, Experience and Skills Required:

- Bachelor's degree in Human Resource Management, Public Administration, Public Relations or a related field.
- Minimum of 3 years' experience in a similar or related position.
- Exceptional organizational skills with the ability to manage multiple priorities seamlessly.
- Strong written and verbal communication skills for professional correspondence and reporting.
- Proficient in MS Office, calendar management tools, and virtual meeting platforms.
- Trusted to handle confidential information with discretion and integrity.
- Proactive problem-solver with strong initiative to support executive decision-making.
- Ability to effectively prioritize tasks, follow directions and thrive in a dynamic and fluid work environment.

Salary

The salary will be as per ELCT salary scales

MODE OF APPLICATION:

Send your application letter, academic and other relevant certificates and Curriculum Vitae with the names of three referees and their contact information **combined as one PDF document** before application deadline.

The application letter should contain the address below.

Secretary General

Evangelical Lutheran Church in Tanzania

P.O. Box 3033

ARUSHA

1. All Applications **MUST** be endorsed by Diocesan General Secretary.
2. All applications **MUST** be sent by EMAIL through recruitment@elct.or.tz
3. Mention the position applied in the email subject line **“Application for the Executive Assistant position”**
4. The application should be in one single PDF attachment with applicant’s name
5. Each applicant must send only one application
6. Only shortlisted candidates will be contacted for an interview
7. The deadline for submitting the application is on **24th November 2025**

“ELCT is an equal opportunity employer.”