

Vacancy - Assistant Director

Busara Promotions is a Zanzibar-based international NGO working to enhance social, cultural and economic growth through building appreciation of the region's music, developing skills and opportunities for musicians, strengthening local arts infrastructure and networks. The organisation seeks to recruit experienced and committed professionals to assist in delivering its new Five Year Strategic Plan.

Location

- Zanzibar, Tanzania

Key responsibilities:

- To assist with management of daily administrative and financial operations of the NGO, including Human Resources, marketing and promotion, budgeting, fundraising, grant-seeking, proposal writing and donor reports.
- To assist with organisational and staff development initiatives including initiating and implementing office, personnel and financial policies, procedures and guidelines
- To be responsible with the Bookkeeper for maintaining records and regular financial reports
- To manage specific projects, including artistic and technical workshops, management training and capacity-building for local staff
- Other administrative and management tasks as agreed with Director

Qualifications:

- Minimum 3 years of relevant international working experience
- Proficiency in MS Word, Excel and internet
- Proficiency in English – plus Kiswahili desirable

Reports to:

- NGO Director

Required:

- full time, two year contract starting June/July 2010

Remuneration

- Local salary is negotiable, pending experience and skills

Leave entitlement

- 20 days, plus Government holidays

Deadline for applications

- 24th April 2010

Busara Promotions is committed to diversity and gender equality and employing local people wherever possible. Please note only candidates under serious consideration will be contacted.