



<b>Position Title:</b>	Administration Assistant
<b>Job Location:</b>	Dodoma, Tanzania
<b>Reports to:</b>	Tanzania Country Manager
<b>Hours:</b>	15 hours a week
<b>Start Date:</b>	March 2026

**About We Care Solar:**

[We Care Solar](#) addresses a critical aspect of global maternal and child health care – reliable electricity for essential lighting, emergency communication, and medical services. Since our founding in 2010, we have equipped more than 10,000 health facilities in more than 30 countries with our compact, rugged Solar Suitcases, enabling health workers to provide critical medical care for 18 million mothers and newborns. We build local capacity and cultivate partnerships to ensure effective implementation and program sustainability. In addition to leading effective on-the-ground programs, our advocacy efforts have stimulated broad initiatives on sustainable energy for women’s health.

We Care Solar is demonstrating the feasibility and impact of lighting every birth at the national level. Through the Light Every Birth initiative, we work with government, international non-profit organizations, private companies, and UN agencies to provide every woman the opportunity to give birth in a public health facility with electricity and light.

**Overview of the Position:**

We Care Solar is seeking an Administrative Assistant who will play an important role in providing administrative, operational, and logistical support. Ensuring smooth day-to-day country program operations, including coordination, documentation, and communication.

**Key Responsibilities:**

- Operations and Administration: Manage day to day office logistics provide administrative support to the Country Program Manager (CPM) as required
- Procurement: Assist with procurement processes, including sourcing for quotations and filing procurement documents



- Logistics and Supply Chain: support logistics and supply chain operations. Track inventory and liaise with clearing agents to ensure timely delivery of Solar Suitcases. Coordinate delivery of Solar Suitcases to field offices
- Warehousing support: ensure proper handling and documenting of equipment in the warehouse and coordinate with all stakeholders
- Liaise with service providers / vendors
- Any other tasks assigned by the supervisor

**Skills and Competencies:**

- Strong organizational and coordination skills
- Logistics management
- Attention to detail and ability to manage multiple priorities
- Strong communication and inter-personal skills
- Proficiency in Microsoft Office and Excel
- Ability to work independently

**Requirements:**

- Bachelor's degree in Public Administration, Business Administration, Operations Management or related field.
- At least 2-3 years of relevant work experience in administration, operations or logistics in the NGO or development sector.
- Experience in supporting logistics and operations processes
- Experience in an administrative or office support role
- Experience in stakeholder engagement, community engagement and training.

**How to Apply:**

Please send your CV, cover letter, and three references to [recruit@wecaresolar.org](mailto:recruit@wecaresolar.org) with the subject "Tanzania Administrative Assistant" by February 15<sup>th</sup> 2026