



EXECUTIVE SECRETARY

The Tanzanian Canadian Association (TCA) is seeking qualified candidates to serve as Executive Secretary. The Executive Secretary plays a key administrative and coordination role, ensuring effective record-keeping, communication, and organizational operations.

QUALIFICATIONS / SKILLS

- Minimum of one (1) year as a TCA member prior to election
- Must be a member in good standing.
- Strong organizational and administrative skills
- Excellent written and verbal communication skills
- Mindfulness and ability to manage records accurately.
- Ability to coordinate meetings and manage multiple tasks effectively.
- Knowledge of TCA's mission, structure, and governance practices

TERM

The Vice-Chairperson is elected to serve a four (4) year term from the date of election.

REQUIREMENTS

- Be a member in good standing (fees paid, compliance with Constitution, no disciplinary actions, updated contact information)
- Maintain accurate and up-to-date organizational records.
- Ensure compliance with legal and regulatory record-keeping requirements.
- Collaboration with the Chairperson and Executive Committee
- Commit time and effort to effectively fulfill responsibilities.

MAJOR DUTIES

- Maintain official records of the Association, including meeting minutes, bylaws, and key documents.
- Ensure proper record-keeping in compliance with legal and regulatory requirements.
- Coordinate planning and coordination for Board meetings, General Meetings, and major events.
- Assist the Chairperson in implementing policies and activities approved by the Executive Committee
- Manage and facilitate communication between the Executive Committee and members.
- Prepare and distribute meeting agendas, minutes, and relevant documentation.

APPLICATION DEADLINE

For your name to be considered for leadership nomination, all application materials must be submitted by May 17, 2026, to tca.gta.ontario@gmail.com. Your application should include:

- Cover letter outlining your statement of interest.
- Résumé or CV demonstrating relevant experience, and
- Two references (including name, phone number, and email address).

IMPORTANT NOTE FOR APPLICANTS

Applicants are strongly encouraged to review the full [TCA Constitution](#) for detailed roles, governance structure, and expectations.

KATIBU MTENDAJI

Chama cha Watanzania wa Kanada (TCA) kinatafuta mwanachama anayefaa kushika nafasi ya Katibu Mtendaji. Katibu Mtendaji ana jukumu kubwa la kusaidia shughuli za chama kwa kusimamia kumbukumbu, mawasiliano, na mipango ya kila siku ya chama.

SIFA

- Awe mwanachama wa TCA kwa angalau mwaka mmoja kabla ya uchaguzi
- Awe mwanachama aliye hai (ada imelipwa, hana matatizo ya kinidhamu)
- Awe na uwezo mzuri wa kupanga na kusimamia kazi za ofisi
- Awe na uwezo mzuri wa mawasiliano ya maandishi na ya kuzungumza
- Awe makini na aweze kuhifadhi kumbukumbu kwa usahihi
- Awe na uwezo wa kuratibu mikutano na kushughulikia kazi nyingi kwa wakati mmoja
- Awe anajua malengo, muundo, na uongozi wa TCA

MUDA WA UONGOZI

Nafasi hii ni ya miaka minne (4) kuanzia tarehe ya kuchaguliwa.

VICEZO

- Awe mwanachama aliye katika hali nzuri (ada imelipwa, anafuata Katiba, taarifa zake zimesasishwa)
- Kuhakikisha kumbukumbu za chama zinatunzwa vizuri na ziko sahihi
- Kuhakikisha kumbukumbu zinafuata sheria na taratibu
- Kufanya kazi kwa kushirikiana na Mwenyekiti na Kamati Tendaji
- Awe tayari kutoa muda na juhudi kutekeleza majukumu ya nafasi hii

MAJUKUMU MAUU

- Kuhifadhi kumbukumbu rasmi za chama kama vile kumbukumbu za mikutano, kanuni (bylaws), na nyaraka muhimu
- Kuhakikisha kumbukumbu zinahifadhiwa kulingana na sheria na taratibu
- Kuratibu mikutano ya Bodi, Mikutano ya Wanachama, na matukio makubwa ya chama
- Kumsaidia Mwenyekiti kutekeleza maamuzi na mipango iliyokubaliwa na Kamati Tendaji
- Kusimamia mawasiliano kati ya Kamati Tendaji na wanachama
- Kuandaa na kusambaza ajenda za mikutano, kumbukumbu za mikutano, na nyaraka nyingine muhimu

MWISHO WA KUTUMA MAOMBI

Maombi yote yawasilishwe kabla au ifikapo tarehe **17 Mei 2026** kwa barua pepe

tca.gta.ontario@gmail.com. Maombi yajumuishe:

- Barua fupi ya nia yako
- CV au wasifu unaoonyesha uzoefu wako
- Wadhamini wawili (2), (Jina, numba ya simu, na barua pepe)

TAARIFA MUHIMU

Waombaji wanashauriwa kusoma [Katiba ya TCA](#) ili kuelewa vizuri majukumu na uongozi wa chama.