



Kimbiji House, Plot 344 Toure Drive,
Oysterbay Dar Es Salaam, Tanzania

T. +255 758 378 805

Tembo Nickel Corporation Limited
Reg. No:149494871

VACANCIES

TRAVEL AND ADMIN COORDINATOR-DAR ES SALAAM

Position Summary:

Tembo Nickel is seeking to recruit a **Travel and Admin Coordinator** to join Tembo Nickel Project Team. Travel coordinator is responsible for planning and coordinating all aspects of a company's travel-related activities and ensure that all planned and unplanned travels are successful. The successful candidate for this role will report to the **HR Lead**

Duty Station: Dar es Salaam

This is a fixed term contract for 1 Year

Duties and Responsibilities

- Coordinating with travel agents to make sure that all travel arrangements are made correctly.
- Managing the financial aspects of travel planning by tracking expenditures and generating reports on travel spending.
- Ensuring that travel arrangements meet all legal requirements, including obtaining passports and visas.
- Resolving any issues that arise during travel, such as delays or changes in itinerary.
- Maintaining contacts with traveller/guest regarding their travel plans to ensure satisfaction with arrangements.
- Communicating with embassies, airlines and/or hotels to arrange necessary services for travellers.
- Scheduling airline reservations and hotel accommodations for business trips and vacations
- Ensuring that all office utilities bills are processed and paid on time
- Ensure office supplies are procured and delivered on time
- Timely processing of invoices and ensuring HR suppliers are paid on time
- Process employees' medical insurances
- Process new employees ID cards and office access
- Supervise Receptionist and drivers

Qualifications and Competencies

- Bachelor's degree in social science or related discipline.
- Minimum of 3 years' working experience in Travel management in a large-scale operation, preferably in the mining and travel agents.



How to Apply

Applicants are invited to send their resumes indicating the role title in the subject via email jobs@tembonickel.com

Application closing date is 30th January,2026

Note: We are committed to provide equal employment opportunities based on merits, and we do not charge candidates any fees in the whole recruitment process. Women are strongly encouraged to apply.

