

INTERNSHIP VACANCY ANNOUNCEMENT

DataBENKI Group is a private company dealing with Engineering activities and Land Consultants.

(**DataBENKI®**) is seeking to employ competent, experienced, highly organized and self-motivated Tanzanians to fill internship vacant positions described below.

1. Sales and Marketing officer (1 Post)

1.1. Duties and Responsibilities

- Respond to incoming customer calls/interactions/chats
- Build rapport with company provided B2B leads
- Actively grow new business through outbound initiatives to inactive and current customers
- Proactively pipeline and provide weekly/monthly pipeline and forecasts.
- Use consultative sales techniques to offer targeted marketing solutions; provide upsell suggestions.
- Understand client pain points and handle objections to close the sale.
- Work proficiently with company sales order entry systems.
- Utilize CRM to maintain prospect/customer notes and opportunities.
- Prepare proposals and presentations.
- Assist team members in growing and retaining customers.
- Performs related work as assigned by supervisor.

1.2. Qualification and experience;

- Diploma (or equivalent) in Sales, marketing, business, or related field or Higher.
- Computer literacy and digital marketing awareness
- Experience in content development
- Experience with relevant markets and trends

- Established media contacts
- 2 years experienced or more.

2. Assistant Secretary (1 Post)

2.1.1. Responsibilities

- Answering calls, taking messages and handling correspondence
- Maintaining diaries and arranging appointments
- Typing, preparing and collating reports
- Filing, organizing and servicing meetings (producing agendas and taking minutes)
- Prioritizing workloads and implementing new procedures and administrative systems
- Liaising with relevant organizations and clients
- Coordinating mail-shots and similar publicity tasks
- Logging or processing bills or expenses
- Acting as a receptionist and/or meeting and greeting clients
- Performs related work as assigned

2.1.2. Qualifications

- Certificate/Diploma in record management/secretary or Higher.
- Computer literacy
- 1 years experienced or more.

General Conditions

- i. Applicants must attach an updated Curriculum Vitae (CV) bearing reliable contacts
- ii. Applicants should indicate three reputable referees with their reliable contacts.
- iii. Presenting of forged academic certificates and other incorrect information in CV shall amount legal actions
- iv. Only qualified candidates will be contacted.
- v. Deadline for application is 20th February 2026.

vi. Application letters should be posted to the following address.

NOTE: All applications must be sent through email Ajira@databenki.com OR **Manager, DataBENKI Group**, 3rd floor, Tancot House, Edward Sokoine Drive, P.O Box 138, Dar Es Salaam.

vii. HAND DELIVERY IS ALSO ACCEPTED

Copyright ©2026 DataBENKI. All rights Reserved.