



# TAPSEA

TANZANIA PERSONAL SECRETARIES ASSOCIATION

## NATIONAL SYMPOSIUM FOR OFFICE ADMINISTRATORS

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# INTRODUCTION

- What is TAPSEA
  - Mission and Vision
  - Objectives
  - Leadership
  - Members
  - Achievements
  - Challenges
  - Mapping Professional Routes



**TAPSEA**  
TANGKAP MAMPU MELAKSANAKAN TRANSFORMASI

# Introduction Cont....

- The Tanzania Personal Secretaries Association (TAPSEA) is the association which formed and registered under the law (The Societies Ordinance Cap 337 R.E. 2002) so as to Organize, Maintain, Enforce, Protect the Rights, Present, and supervise all activities relating to secretarial.



# Introduction Cont....

- The formation of this association was done due to the fact that, there was no special entity which was representing Secretaries in the country. Therefore this necessitate the need for establishment of TAPSEA which aim at promote and maintain professionalism, accountability and raising the profile of the secretarial profession and represent Secretaries in our nation and international in maintaining communication, building positive relationships among Secretaries and other administration carriers and help encourage better service delivery in the community.



# TAPSEA Leadership

TAPSEA is governed by:

- Top Management (Executive Committee)
- Chairperson, Deputy Chairperson, Secretary General, Deputy Secretary General, Treasury
- Secretariat of the Committee (Baraza)
- Nine (9) members elected by the Annual General Meeting

TAPSEA Representatives in the Regions



**TAPSEA**

# TAPSEA Membership

- Up to now there are more than (2,000) active members joined with TAPSEA from various organizations (Public and Private Sectors) from Tanzania Mainland and Zanzibar



**TAPSEA**

# TAPSEA Vision and Mission

## 1. Mission

- To be world class Centre of excellence in Secretarial services

## 2. Mission

- To facilitate change at the workplace consistent with advancement in Science and Technology, education occupational and managerial challenges through the use of high skilled, motivated and committed secretarial personnel.



# Objectives of the Association

- The purpose and objective of the creation of the association, is to promote and maintain professionalism, accountability and raising the profile of the Secretarial Profession and represent Secretaries in the Nation and International by Learn about the Secretarial profession in other countries, establish and expand their network of professional contacts and network.
- Building positive relationships among secretarial academicians and other administration carriers and help encourage better service delivery in the community





## **EMPLOYEE BENEFITS REGISTERING FOR TAPSEA MEMBERSHIP**

- Members will receive knowledge necessary to become more effective contributors to their employers. Members stay on top of their profession due to the interactions and networking in the association.
- Share mutual experiences, ideas and views with others in their profession
- Due to the networking and interactions through Seminars and Workshops members gain experience that builds their confidence and teamwork skills.
- TAPSEA builds team spirit among its members, experience professionalism first-hand and aspire to greater professional heights.
- Connect with colleagues who are experts in a variety of fields.





# Benefits cont..

- Re-branding and correcting the wrong perception of Secretaries professionals which facilitates increased delegation since the Secretarial Cadre staff will be viewed as supportive Staff. Raise Secretarial professionals to a professional level that serves all corporate team members well.
- Members will receive discounted training sessions.
- Learn about the Secretarial profession in other countries, establish and expand their network of professional contacts and network.
- Through becoming members of TAPSEA, Secretaries will have advantage to join TAPSEA SACCOS, which will enable them to solve their social responsibilities easier.
- Keep abreast with information on trends, new technology through publications of professional interest, Vacant Posts, notice of seminars, conferences and workshops through our website [www.tapsea.or.tz](http://www.tapsea.or.tz).



# TAPSEA ACHIEVEMENTS

- At inception, the association achieved the following;
- Launch on of the Degree of the Secretarial Studies
- Increasing day to day huge numbers of TAPSEA Members   
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- Proposed TAPSEA Towers   
TAPSEA PRESS APRIL 2017 REV 01.pdf



# Challenges encountered by TAPSEA

- Insufficient of Funds for running TAPSEA day to Day Activities
- Poor Recognition by some Employers
- Education Problems



# Mapping Professional Routes

- In life there are no certainties, or guarantees, but there is one thing that is constant and is the same for all, it is that all things changes. The introduction of information technology into the office has totally transformed the work of Office administrative Personnel and altered the type of skills that they require to perform their work to manage and support businesses and organizations functions more effectively and efficiently.



# Mapping Professional Routes...

- This is a wakeup call to all of us that we should change on how we perform our duties. Conducting business as usual will leave us redundant hence the need to be creative and hold technology. Technological changes have overtaken not only Office Administrative Personnel but also so many other type of profession within the organization.



# Mapping Professional Routes...

- The distinctions between the work of Office Administrators and more traditional management functions are being moderated by the introduction of information technology. Thus the need for continuous upgrading of skills throughout your professional careers.



# Mapping Professional Routes...

- The Professional Association like KENASA should continue to encourage its members perform their duties according to the required professional standards and members should struggle for opportunity for further training. We have to continuously improving ourselves and maintain standards of excellence at work so that people won't point fingers to us . We need to focus on our professional values and what we stand for, such as accountability, commitment and integrity.





# Mapping Professional Routes...

- You cannot be an effective Office administrative Personnel without self- development. Soft skills have become very important today at work and these skills include communication skills, time keeping, respect for people, apologizing, courtesy and humbleness.

“ You will never change your life until you change something you do daily”.

“Upholding Integrity in Professional Growth”



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# Etiquette for a Changing World

- **Etiquette** is a set of traditions based on **kindness, efficiency** and **logic**
- Universal passport to positive relationships and respect
- Avoid behavior that might be offensive



# Summary

- Professional presence permits us to be perceived as self-assured and competent
  - Perceived the first time someone meets us
- People form impressions quickly
- Impressions tend to last



# Summary

- Image is projected by
  - facial expressions
  - your entrance
  - your handshake
  - voice
  - manners and etiquette



Thank you.



**TAPSEA**  
TAMIL NADU AGRICULTURAL UNIVERSITY