

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/26

30th April, 2019

VACANCY ANNOUNCEMENT

On behalf of the Tanzania Shipping Agencies Corporation (TASAC), President's Office Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated Tanzanians to fill 30 vacant posts mentioned below;

1.0 TASAC

Tanzania Shipping Agencies Corporation (TASAC) is a Public Institution established under the Tanzania Shipping Agencies Act No. 14 of 2017. The Corporation is a body corporate established to Promote and Manage Shipping Agencies and Regulate Maritime Transport in Mainland Tanzania, assuming the rights and responsibilities of Maritime Transport Services which were previously performed by SUMATRA.

1.1 CLEARING AND FORWARDING OFFICERS GRADE I (3 POSTS)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Sort shipping and clearance documents collected from shippers and consignees;
- ii. Identify necessary available and missing shipping documents of each transaction assigned;
- iii. Recommend on the completeness and state of accuracy of shipping documents received from shippers/consignees;
- iv. Recommend HS Code applicable for each shipment for the purpose of customs declaration;
- v. Communicate with shippers/consignees or the required or missing shipping and other documents necessary for a particular shipment;

- vi. draft Customs Declarations for submission to TRA;
- vii. Lodge properly approved clearing and forwarding documents to TRA, ports and other authorities or institutions as necessary;
- viii. Follow up with TRA and other authorities or institutions to ensure timely fulfilments of approvals, receipt of bills/invoices for efficient clearance of documents and forwarding of shipments; and
- ix. Perform any other official duties as may be assigned by Supervisor from time to time.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advance Diploma either in Freight Clearing and Forwarding, Transport and Logistics Management, Supply Chain Logistics, Business Administration, International Trade or Marketing.

The candidate should have at least four (4) years working experience in clearing and forwarding from the recognized institution,

1.1.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

1.2 CLEARING AND FORWARDING OFFICERS GRADE II (3 POSTS)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To receive shipping and clearance documents collected from shippers and consignees;
- ii. To identify necessary available and missing shipping documents of each transaction assigned;
- iii. To recommend on the completeness and state of accuracy of shipping documents received from shippers/consignees;
- iv. To identify HS Code applicable for each shipment for the purpose of customs declaration;
- v. To lodge properly approved clearing and forwarding documents to TRA, ports and other authorities or institutions as necessary;

- vi. To follow up with TRA and other authorities or institutions to ensure timely fulfilments of approvals, receipt of bills/invoices for efficient clearance of documents and forwarding of shipments; and
- vii. To perform any other official duties as may be assigned by Supervisor from time

1.2.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Advance Diploma in Freight Clearing and Forwarding, Transport and Logistics Management, Supply Chain Logistics, Business Administration, International Trade or Marketing or equivalent qualifications from a recognised institution.

1.2.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

1.3 CLEARING AND FORWARDING ASSISTANT II (10 POSTS)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Keep records shift-wise of ship and stuffing/de-stuffing tallies cargo with commensurate marks & numbers, description or condition in accordance with tally forms (ST);
- ii. Liaise with port operators, dry port operators, clients and other parties as necessary in order to constantly know shifts and attend places and premises of tally activities, cargo any form of work activities;
- iii. Liase with port operators, ship's master or chief mate, shipper, consignee or other relevant parties to ensure shipping documents like shipping orders, "statements of facts" are timely and correctly produced, available and signed;
- iv. Submit documents signed by port operators, ship's or other relevant parties to the Corporation or private shipping agents in time and intact condition;
- v. Prepare summary report of cargo shortage or damaged during tallying work or clearing and forwarding work (ST)(CFA);
- vi. Enter data of ship tally and stuffing/de-stuffing tally activities into shipping business systems (Ship Tallying (ST)(Clearing and Forwarding Agencies(CFA);

- vii. Perform any other official duties as may be assigned by Supervisor from time to time.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Diploma either in clearing and forwarding, cargo tallying, ship tallying, transport and logistics management or equivalent qualification from a recognised institution and registered and recognized by NACTE.

1.3.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

1.4 ASSISTANTS CLEARING AND FORWARDING II: (10 POSTS)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Keep records shift-wise of ship and stuffing/de-stuffing tallies cargo with commensurate marks & numbers, description or condition in accordance with tally forms (ST);
- ii. Liaise with port operators, dry port operators, clients and other parties as necessary in order to constantly know shifts and attend places and premises of tally activities, cargo any form of work activities;
- iii. Liaise with port operators, ship's master or chief mate, shipper, consignee or other relevant parties to ensure shipping documents like shipping orders, "statements of facts" are timely and correctly produced, available and signed;
- iv. Submit documents signed by port operators, ship's or other relevant parties to the Corporation or private shipping agents in time and intact condition;
- v. Prepare summary report of cargo shortage or damaged during tallying work or clearing and forwarding work (ST)(CFA);
- vi. Enter data of ship tally and stuffing/de-stuffing tally activities into shipping business systems (ST)(CFA);
- vii. Perform any other official duties as may be assigned by supervisor from time to time.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Certificate either in clearing and forwarding, cargo tallying, ship tallying, Transport and logistics management or equivalent qualification from a recognised institution.

1.4.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

1.5 ICT OFFICER II (2 POSTS)

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Define system and software application requirements;
- ii. Identify system platform, components and dependencies;
- iii. Examine software to ensure quality, reliability, and system security;
- iv. Identify and design solution to meet user requirements;
- v. Assist in conducting user acceptance test;
- vi. Establish detailed program specification through discussion with system end users;
- vii. Perform systems testing (Software validation & verification) and document test results;
- viii. Participate in design review and provide input for user documentation;
- ix. Assist in capturing user requirements (Customer Requirement Specifications);
- x. Assist support staff in supporting and training end users;
- xi. Coordinate systems users and system developers and;
- xii. Perform any other duty as may be assigned by his superior.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Computer Science or Information Technology or Computer Engineering, Management Information Systems or equivalent qualification from a recognized Institution.

1.5.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

1.6 ICT OFFICER I (2 POSTS)

1.6.1 DUTIES AND RESPONSIBILITIES

- i. Define system and software application requirements;
- ii. Identify system platform, components and dependencies;
- iii. Determine software that ensures the quality, reliability, and system security;
- iv. Identify and design solution to meet user requirements;
- v. Assist in conducting user acceptance test;
- vi. Establish detailed program specification through discussion with system end users;
- vii. Perform systems testing (Software validation & verification) and document test results;
- viii. Participate in design review and provide input for user documentation;
- ix. Assist in capturing user requirements (Customer Requirement Specifications);
and
- x. Perform any other duty as may be assigned by his superiors.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Computer Science or Information Technology or Computer Engineering, Electrical Engineering, Management Information Systems or equivalent qualification from a recognized Institution

With at least four (4) years working experience having ability to provide ICT development and solutions.

1.6.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in public service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts;

postal address/post code, e-mail and telephone numbers;

- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
- v. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- vi. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A **signed application letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar Es Salaam.*
- xiii. Deadline for application is **13th May, 2019** and;
- xiv. Only short listed candidates will be informed on a date for interview;
- xv. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz> and not otherwise(This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**