

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/68

28th August, 2019

VACANCIES ANNOUNCEMENT

On behalf of Tanzania Shipping Agencies Corporation (TASAC); Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **73** vacant posts.

1.0 TANZANIA SHIPPING AGENCIES CORPORATION (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.

TASAC is an equal opportunity employer and it intends to recruit qualified, competent, dynamic and self-motivated Tanzanians to fill the vacant positions. The positions are for Directorate of Shipping Business and ICT and Statistics Unit,

1.1. PRINCIPAL SHIP TALLYING OFFICER II - 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Mobilize resources for effective performance of tallying duties;
- ii. Keep proper record of incidents and accidents occurring in the course of conducting ship tallying services and timely submit to the relevant parties;
- iii. Ensure timely updates on Custom's approved shipping orders are obtained from Customs Wharf Section;

- iv. Ensure regular and timely updates on tallying locations and time for shipments are obtained from Customs Wharf Section, shipping agents and cargo consolidators;
- v. Ensure safe and secure custody of tally sheets and contained information or details;
- vi. obtain stowage/bay plans, discharge plans, loading plans from shipping agents, ship a master port operators;
- vii. Prepare tally clerk assignment plan and rosters and mobilize tally clerks in line with ship working requirements and stuffing/de-stuffing tally requirements;
- viii. Supervise tally clerk's performance at actual location and time of work;
- ix. Liaise with port operators, dry port operators and ship a master to ensure content information in the tally sheets or reports are authenticated and dully signed by all relevant parties;
- x. Prepare "statements of facts" of ships working in port and ensure the "statements of facts" are authenticated and dully signed by relevant parties;
- xi. Identify and separately report and tallied cargo in bad or damaged conditions or bearing "nil marks";
- xii. Establish and report discrepancies between tallied cargo and shipping orders or manifested cargo details;
- xiii. Ensure safe and secure custody of documents, reports, statements and information related to ship tallies and stuffing or de-stuffing tallies;
- xiv. Undertake all plans and implement requisite measures for safety of tally clerks at their work places;
- xv. Prepare periodical and other reports; and
- xvi. Perform other duties as assigned by Supervisor from time to time.

1.1.2 QUALIFICATIONS AND EXPERIENCE

- Master Degree either in Ship Tallying, Ports Operations, Statistics, Marine Operations, Marine Transport, Transport and Logistics Management, Shipping Management or equivalent qualification from a recognized institution with at least thirteen (13) years working experience and willing to work at daytime and night time. Knowledge in shipping services will be an added advantage.

1.1.3 TERMS OF EMPLOYMENT

- Successful candidates will be employed on **Permanent and Pensionable Terms** after completion **twelve (12) months of probation**.

1.1.4 REMUNERATION

- Attractive remuneration package will be offered to successful candidates as per TASAC Schemes of Services.

1.2. SHIP TALLYING OFFICER II - 10 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Sort shipping orders by ship calls;
- ii. Prepare list of ship and stuffing tally locations and time;
- iii. Attend daily port meeting in order continuously determine ship status and positions;
- iv. Link with shipping agents for obtaining updates of export cargo bookings and collect copies of shipping orders;
- v. Take proper record of cargo loaded or unloaded from ships stuffed or de-stuffed at the actual time and place of cargo loading, unloading, stuffing or de-stuffing
- vi. Keep safe and secure all tally sheets and contained information and submit to supervisor;
- vii. Collect copies of "Gross Mass A certificates" from shipping agents and port terminal operators supporting shipping orders; and
- viii. Perform any other official duties as may be assigned by Supervisor from time to time.

1.2.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree either in Ship Tallying, Ports Operations, Statistics, Marine Operations, Marine Transport, Transport and Logistics Management, Shipping Management or equivalent qualification from a recognized institution. Knowledge in shipping services will be an added advantage.

1.2.3 TERMS OF EMPLOYMENT

- Successful candidates will be employed on **Permanent and Pensionable Terms** after completion **twelve (12) months of probation.**

1.2.4 REMUNERATION

- Attractive remuneration package will be offered to successful candidates as per TASAC Schemes of Services.

1.3. TALLYING CLERK II - 39 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Sort shipping orders by ship calls;
- ii. Prepare list of ship and stuffing tally locations and time;
- iii. Take proper record of cargo loaded or unloaded from ships stuffed or de-stuffed at the actual time and place of cargo loading, unloading, stuffing or de-stuffing;
- iv. Keep safe and secure all tally sheets and contained information or details attended by him/her and submit the same to supervisor;
- v. Tally each cargo unit including containers and confirm type and condition of each cargo unit loaded or discharged on board ship; and
- vi. Perform any other official duties as may be assigned by Supervisor from time to time.

1.3.2 QUALIFICATIONS AND EXPERIENCE

- Certificate either in Ship Tallying, Ports Operations, Statistics, Marine Operations, Marine Transport, Transport and Logistics Management, Shipping Management or equivalent qualification from a recognized institution. Knowledge in either of the following fields; ship tallying, cargo handling, shipping operations, port operations, supply chain logistics, international trade will be an added advantage.

1.3.3 TERMS OF EMPLOYMENT

- Successful candidates will be employed on **Permanent and Pensionable Terms** after completion **twelve (12) months of probation**.

1.3.4 REMUNERATION

- Attractive remuneration package will be offered to successful candidates as per TASAC Schemes of Services.

1.4. SENIOR TALLYING CLERK II: 10 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Verify sorted shipping orders by ship calls;
- ii. Verify list of ship and stuffing tally locations and time;
- iii. Ensure proper record of cargo loaded or unloaded from ships stuffed or de-stuffed at the actual time and place of cargo loading, unloading, stuffing or de-stuffing;
- iv. Tally each cargo unit including containers and confirm type and condition of each cargo unit loaded or discharged on board ship;
- v. Keep safe and secure all tally sheets and contained information or details attended by him/her and submit the same to supervisor; and
- vi. Perform any other official duties as may be assigned by Supervisor from time to time.

1.4.2 QUALIFICATIONS AND EXPERIENCE

- Diploma either in Ship Tallying, Ports Operations, Statistics, Marine Operations, Marine Transport, Transport and Logistics Management, Shipping Management or equivalent qualification from a recognized institution with at least Seven (7) years of working experience in related field.

1.4.3 TERMS OF EMPLOYMENT

- Successful candidates will be employed on **Permanent and Pensionable Terms** after completion **twelve (12) months of probation**.

1.4.4 REMUNERATION

- Attractive remuneration package will be offered to successful candidates as per TASAC Schemes of Services.

1.5. PRINCIPAL PORTS SERVICES OFFICER II - 2 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Identify causes of non-conformity to accepted conduct and practices of port service providers;
- ii. Supervise subordinates to ensure that their discharge of duties conforms to Corporation's regulations;
- iii. Develop individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior;
- iv. Monitor performance, practises and conduct of sea ports, inland water ways ports, dry ports, and gross mass verifiers;
- v. Verify the correctness of tariffs paid by port users and other service providers if they conform with the approved tariffs; and
- vi. Perform any other official duties as may be assigned by Supervisor from time to time.

1.5.2 QUALIFICATIONS AND EXPERIENCE

- Master Degree or Postgraduate degree either in Transport and Logistics Management, Economics, Ports/Shipping Management or equivalent qualification from recognised institution with at least thirteen (13) years working experience.

1.5.3 TERMS OF EMPLOYMENT

- Successful candidates will be employed on **Permanent and Pensionable Terms** after completion **twelve (12) months of probation**.

1.5.4 REMUNERATION

- Attractive remuneration package will be offered to successful candidates as per TASAC Schemes of Services.

1.6. PRINCIPAL SHIPPING SERVICES OFFICER II -2 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. Identify causes of non-conformity to accepted conduct and practices of service providers;
- ii. Administer proper submission and evaluation of license applications by prospective providers of shipping services for appropriate licensing decision;
- iii. Prepare and keep records of stakeholder's meetings;

- iv. Supervise subordinates to ensure that their discharge of duties conforms to Corporation's regulations;
- v. Review individual set objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior;
- vi. Ensure that complaints received are handled properly;
- vii. Promote utilization of inland waterways shipping and inter-modal transportation system;
- viii. Review the correctness of tariffs paid by shippers; and
- ix. Perform any other official duties as may be assigned by Supervisor from time to time.

1.6.2 QUALIFICATIONS AND EXPERIENCE

- Master or post graduate Degree either in Transport and Logistics Management, Economics/Commerce, Shipping Management or equivalent qualification from recognised institution with at least thirteen (13) years working experience. He/she must have ICT Application skills; good communications and interpersonal relations; and team playing skills.

1.6.3 TERMS OF EMPLOYMENT

- Successful candidates will be employed on **Permanent and Pensionable Terms** after completion **twelve (12) months of probation**.

1.6.4 REMUNERATION

- Attractive remuneration package will be offered to successful candidates as per TASAC Schemes of Services.

1.7. SENIOR PORTS SERVICES OFFICER II - 2 POSTS

1.7.1 DUTIES AND RESPONSIBILITIES

- i. Receive complaints and suggestions from of port service providers and related intermediaries;
- ii. Promote utilization of port services and inter-modal transport systems and the protection of the environment; and conflict resolution;
- iii. Ensure that port and terminal operators adhere to tariffs approved by the Corporation;
- iv. Prepare summaries and reports of tariff records filed to the Corporation by port service providers;
- v. Make preliminary assessments for license applications for port concessionaires and port operators for superior approval; and
- vi. Perform any other official duties as may be assigned by Supervisor from time to time.

1.7.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or an Advanced Diploma either in Transport and Logistics Management, Economics, Ports/Shipping Management or equivalent qualification from recognised institution with at least seven (7) years working experience.

1.7.3 TERMS OF EMPLOYMENT

- Successful candidates will be employed on **Permanent and Pensionable Terms** after completion **twelve (12) months of probation**.

1.7.4 REMUNERATION

- Attractive remuneration package will be offered to successful candidates as per TASAC Schemes of Services.

1.8. SHIPPING SERVICES OFFICER II - 3 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

- i. Assist in enforcing compliance of good conduct and practices of shipping service providers and related intermediaries;
- ii. Assist in promoting utilization of inland waterways shipping and inter-modal transportation system;
- iii. Receive license / registration application forms;
- iv. Assist in promoting inland waterways shipping capacity to landlocked countries;
- v. Assist in ensuring that every commercial shipping service provider timely file their tariffs with the Corporation for appraisal;
- vi. Ensure cargo and freight manifests are properly and timely submitted and billed;
- vii. Provide up to date information on cargo projections, sailing schedules, frequency, type of vessel and freight rate levels;
- viii. Register and issue Registration certificates to clearing and forwarding agents and cargo consolidators;
- ix. Receive and register complaints; and
- x. Perform any other official duties as may be assigned by Supervisor from time to time.

1.8.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or an Advanced Diploma either in Transport and Logistics Management, Economics, Ports/Shipping Management or equivalent qualification from recognised institution.

1.8.3 TERMS OF EMPLOYMENT

- Successful candidates will be employed on **Permanent and Pensionable Terms** after completion **twelve (12) months of probation**.

1.8.4 REMUNERATION

- Attractive remuneration package will be offered to successful candidates as per TASAC Schemes of Services.

1.9. FLAG AND PORT STATE CONTROL OFFICER II- 2 POSTS

1.9.1 DUTIES AND RESPONSIBILITIES

- i. Assist in the process for tonnage measurement or marking of vessels before registration in accordance with the applicable regulations;
- ii. Assist in arrangements pertaining to ship registration, deregistration, mortgages and liens and any other matters related to registration and licensing of vessels;
- iii. Prepare the necessary certificates or documents for issuance to the applicants in respect of registration and licensing of vessels; and maintain central records of ships registered or licensed;
- iv. Assist in carrying out surveys and inspections for Tanzanian flagged vessels and foreign flagged vessels calling in Tanzanian ports;
- v. Assist in the process of carrying out Maritime casualties or incident preliminary investigations;
- vi. Assist in the preparation of certificates or detention notices to be issued to vessels;
- vii. Ensure that individual objectives/targets and performance standards are developed as part of the individual performance agreement in consultation with the immediate superior; and
- viii. Perform other official duties as assigned by Supervisor.

1.9.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or an Advanced Diploma either in Nautical Science, Maritime Transportation, Marine Engineering, Naval Architecture, Mechanical Engineering, or Chief Mate on a ships up to 3000GT (STCW regulation II/2) or second engineer officer on ships up to 3000kW propulsion power (STCW regulation III/3).

1.9.3 TERMS OF EMPLOYMENT

- Successful candidates will be employed on **Permanent and Pensionable Terms** after completion **twelve (12) months of probation**.

1.9.4 REMUNERATION

- Attractive remuneration package will be offered to successful candidates as per TASAC Schemes of Services.

1.10. MARITIME WATCH OFFICER II - 1 POST

1.10.1 DUTIES AND RESPONSIBILITIES

- i. Receive and handle messages through the Global Maritime Distress and Safety System (GMDSS) and other equipment at the Maritime Rescue Coordination Centre (MRCC);
- ii. Monitor performance of equipment at the MRCC and to timely report the faults;
- iii. Plot navigational positions on charts in relation to a reported Marine incident;
- iv. Keep records of messages received through the MRCC and the action taken;
- v. Handle messages received through the National Long Range Identification Tracking of Ships (LRIT) ;
- vi. Assist in coordination of activities relating to the national oil pollution preparedness and response;
- vii. Assist in the coordination of activities relating to the national maritime search and rescue (SAR) services; and
- viii. Perform any other official duties as may be assigned by Supervisor from time to time.

1.10.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or an Advanced Diploma either in Nautical Science, Maritime Transportation, Computer Science and Information, Telecommunication Engineering or Chief Mate on Ships up to 3000 GT (STCW Regulation II/2). He/she must have a good working knowledge of ICT applications, interpersonal and communication skills.

1.10.3 TERMS OF EMPLOYMENT

- Successful candidates will be employed on **Permanent and Pensionable Terms** after completion **twelve (12) months of probation**.

1.10.4 REMUNERATION

- Attractive remuneration package will be offered to successful candidates as per TASAC Schemes of Services.

1.11. MARITIME REGISTRATION OFFICER II - 1 POST

1.11.1 DUTIES AND RESPONSIBILITIES

- i. Assist in the process for tonnage measurement or marking of vessels before registration in accordance with the applicable regulations;
- ii. Assist in the process for ship registration, deregistration, mortgages and liens and any other matters related to registration and licensing of vessels;
- iii. Assist the process for the determination of vessel stability and carrying capacity;
- iv. Assist in preparing of the necessary a certificates or documents for issuance to the applicants in respect of registration and licensing of vessels; and maintain central records of ships registered or licensed;

- v. Assist in carrying out surveys and inspections for Tanzanian flagged vessels and foreign flagged vessels calling in Tanzania mainland ports;
- vi. Assist in the process of carrying out Maritime casualties or incident preliminary investigations;
- vii. Assist in the preparation of a certificates or detention notices to be issued to vessels; and
- viii. Perform other official duties as may be assigned by Supervisor from time to time.

1.11.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or an Advanced Diploma in Nautical Science, Maritime Transportation, Naval Architecture, Marine Engineering or Mechanical Engineering, Chief Mate on Ships up to 3000 GT (STCW regulation II/2) or Second Engineer on ships up to 3000kW propulsion power (STCW regulation III/3).

1.11.3 TERMS OF EMPLOYMENT

Successful candidates will be employed on **Permanent and Pensionable Terms** after completion **twelve (12) months of probation**.

1.11.4 REMUNERATION

Attractive remuneration package will be offered to successful candidates as per TASAC Schemes of Services.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45 years** except for the cadres the age limit is specified;
- 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;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies;**
 - 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. Overqualified candidates should not apply;
- vii. An applicants must upload recent Passport Size Photo in the Recruitment Portal;

- viii. An applicant employed in the Public Service **should route his application letter through his respective employers;**
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicants should indicate three reputable referees with their reliable contacts;
- xi. 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);
- xii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. A signed application letter should be written either in Swahili or English language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam.*
- xv. **Deadline for application is 11th September, 2019.**
- xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. 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**