

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/71

10th September, 2019

VACANCIES ANNOUNCEMENT

On behalf of Tanzania Shipping Agencies Corporation (**TASAC**); Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **26** 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. TALLY CLERK I- 9 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To sort shipping orders by ship calls;
- ii. To prepare list of ship and stuffing tally locations and time;
- iii. To 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. To tally each cargo unit including containers and confirm type and condition of each cargo unit loaded or discharged on board ship;

- v. To keep safe and secure all tally sheets and contained information or details attended by him/her and submit the same to supervisor; and
- vi. To perform any other official duties as may be assigned by Supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate 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 four (4) years of working experience in related field. 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.

1.1.3 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. SENIOR SHIP AGENCY OFFICER II -1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To determine dues related to each shipment per bill of lading and raise demand notes to shippers and consignees in an efficient and effective manner;
- ii. To vet for accuracy of prepared shipping and delivery orders before submission to Supervisor;
- iii. To vet for accuracy of manifests before submission to Supervisor;
- iv. To prepare checklists of cargo-release documents including delivery orders for approval by the Supervisor;
- v. To administer third-party service providers' performances for ensuring conformity to agreed terms and conditions, including in relation to handling of "through bills of lading";
- vi. To liaise with principals and counterparty shipping agents globally in order to obtain information related to expected ship calls, departures and arrivals;
- vii. To enquire and search for general and special requirements of ships calling Tanzanian ports;
- viii. To determine optimal solutions for providing general and special requirements of ships calling Tanzanian ports; and
- ix. To perform any other official duties as may be assigned by Supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree or an advanced Diploma in, Marine Transportation, International Trade, Marketing Management, Ship Management, Transport and logistics Management or equivalent qualifications from a recognised institution with at least seven (7) years working experience.

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. SHIP AGENCY OFFICER I - 9 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- To collect cargo manifests, copies of bills of lading, stowage/bay plans and any other documents from principals operating at Tanzanian ports;
- To check for accuracy and completeness working documents for submission to port operators and dry port operators;
- To arrange for inward and outward ship clearances through Customs Department, Port Authority and other institutions;
- To trace cargo movement as may be necessary;
- To process shipping claims and advise shippers and consignees as necessary;
- To prepare daily ship performance reports;
- To conduct technical evaluation of applications for cargo release and determine their authenticities;
- To ensure approved/released bills of lading, delivery orders and allocations of equipment are dispatched upon payment of dues;
- To keep record of performance of third-party service providers against agreed terms for future ascertainment of appropriate business partners; and
- To perform any other official duties as may be assigned by Supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree or an advanced Diploma in, Marine Transportation, International Trade, Marketing Management, Ship Management, Transport and logistics Management or equivalent qualifications from a recognised institution with at least four (4) years working experience.

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 SHIP AGENCY OFFICER II - 5 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- To sort import/export cargo manifest of a ship by destination in accordance with principals' and Custom's requirements;
- To compile and distribute working documents to port operators and dry port operators in a proper and timely manner;
- To properly prepare Cargo manifest and other documents;
- To ensure approved cargo manifests are timely dispatched to relevant parties;
- To keep record of principals' containers stocks and movements within the jurisdiction of the Corporation;
- To undertake physical tracing and monitoring of containers within the jurisdiction of the Corporation;
- To receive applications for cargo release and determine their authenticities;
- To prepare shipping and delivery orders;
- To receive initial shipping claims from shippers and consignees;
- To ensure "Gross Mass A certificates" are made available per shipping order from shippers prior to ship loading; and
- To perform any other official duties as may be assigned by Supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree or an advanced Diploma in, Marine Transportation, International Trade, Marketing Management, Ship Management, Transport and Logistics Management or equivalent qualifications from a recognised institution.

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

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

1.5 SHIPPING SERVICE OFFICER I - 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To prepare periodic performance reports;
- ii. To review license applications and make recommendations to the Supervisor;
- iii. To enhance the competitiveness of domestic inland transportation;
- iv. To promote utilization of inland waterways shipping and inter-modal transportation system;
- v. To review tariffs obtained from commercial shipping service provider timely file with the Corporation for appraisal;
- vi. To obtain cargo and freight manifests from shippers and bill them as appropriate;
- vii. To receive and register complaints; and
- viii. To perform any other official duties as may be assigned by Supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree or an Advance Diploma in Transport and Logistics Management, Economics, Ports/Shipping or equivalent qualification from recognised institution with at least four (4) 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 SHIPPING SERVICE OFFICER II -1 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To assist in enforcing compliance of good conduct and practices of shipping service providers and related intermediaries;

- ii. To assist in promoting utilization of inland waterways shipping and inter-modal transportation system;
- iii. To receive license / registration application forms;
- iv. To assist in promoting inland waterways shipping capacity to landlocked countries;
- v. To assist in ensuring that every commercial shipping service provider timely file their tariffs with the Corporation for appraisal;
- vi. To ensure cargo and freight manifests are properly and timely submitted and billed;
- vii. To provide up to date information on cargo projections, sailing schedules, frequency, type of vessel and freight rate levels;
- viii. To register and issue Registration a certificates to clearing and forwarding agents and cargo consolidators;
- ix. To receive and register complaints; and
- x. To perform any other official duties as may be assigned by Supervisor.

1.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree or an Advance Diploma in Transport and Logistics Management, Economics, Ports/Shipping Management or equivalent qualification from recognised institution

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.

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, P.O.Box 63100, Utumishi House, 8 Kivukoni Road, 11404 Dar es Salaam.*
- xv. **Deadline for application is 23rd 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**