



Air Tanzania Company Limited (ATCL) is expanding its network to meet the strategic business needs which focus on sustaining the recorded achievements and remain an airline of choice that meets and exceeds customers' expectations in line of its mission of provision of reliable, safe, and high-quality services. Therefore, applications are invited from qualified Tanzanians to fill the following positions:

### **1. POSITION: GROUND SERVICE EQUIPMENT OPERATOR II- (1 POST)**

#### **DIRECT ENTRY QUALIFICATIONS**

- Must be a holder of Form IV Certificate
- Must have Class "E" or "F" or "G" current Driving License and Professional Ground Support Equipment Level I or its equivalent qualification from recognized institutions.
- Must hold an Airport driving permit from a recognized airport.
- Any experience in Ramp operation would be considered an advantage.

#### **DUTIES AND RESPONSIBILITIES:**

- Operate equipment as per company/ airline procedure.
  - Repair and service tow tractors, baggage carts, buses, trucks and service vans
  - Provide on-site GSE support when required
- Maintains heavy equipment that includes hydraulic, pneumatic and electrical machinery
- Inspects ground support vehicles and equipment to determine whether repairs are needed.
  - Troubleshoots issues or problems with vehicles and machinery as necessary to make repairs

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- Schedules periodic maintenance for ground support vehicles and equipment
- Maintains a clean and safe repair shop
- Tracks inventory of parts and tools needed for repairs and maintenance
- Maintains repair log for vehicles and equipment
- Provide training to GSE operators as required by ATCL operational requirements
- Report any incident or damage immediately as per company procedure.
- Perform any other official duties as may be assigned by your supervisor.

## **2. POSITION: PROCUREMENT OFFICER II (2 POSTS) MINIMUM**

### **ENTRY QUALIFICATIONS:**

- Must be holder of Bachelor Degree in one of the following fields; Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from a recognized institution.
- Must be registered by PSPTB as Graduate Procurement and Supplies Professional.

### **DUTIES AND RESPONSIBILITIES**

To prepare bid documents and Tender advertisements

- To prepare contract documents or purchases orders to approved bidders
- To seek approval to purchase the identified requirements
- To participate in preparation of Annual Procurement Plan (APP)
- To participate in preparation of monthly, quarterly and annual procurement reports
- To receive, verifying, and submitting Invoice of delivered goods or completed service for payment
- Participate in preparation for stock taking
- Liaise with suppliers for timely delivery of the goods
- To maintain store records
- To receive and Issue goods to user department, processing stores requisitions, order expedition, inventory and stock replenishment

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- To perform any other related duties as may be assigned by the supervisor.

### **3. POSITION: PROCUREMENT ASSISTANT II-(6 POSTS)**

#### **MINIMUM ENTRY QUALIFICATION**

- Holder of Certificate in one of the following fields; Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from a recognized institution.
- Must be registered by PSPTB as Procurement and Supplies Technician or Procurement and Supplies Full Technician.

#### **DUTIES AND RESPONSIBILITIES**

Carry out a range of maintenance support, distribution, warehousing, and storage tasks, distributing and/or delivering materials, data entry, inventory control, retrieving parts, tools, or units, and stocking.

- Responsible for ensuring that the cycle count program is accurately implemented, distribute and convey paperwork, materials, and parts to and from the storage or work site to designated areas
- To replenish inventories to appropriate levels
- Accurate Data entering for all parts into the area, as well as material movement transactions (transfers, issues, returns and cycle counts).
- Ensure proper marking of raw material and shelf life sensitive parts/materials according to company procedures.
- Execute the requirements of the reference manual (including the proper use of forms) and Quality Control Manual. Handle tagging and quarantine procedures.
- Deal with the processes and policies for repair stations and customs.
- Prepare, review, and submit the monthly activities as required by the Line Manager.
- Report incidents/accident occurrences following company procedures.
- Adhere to the company safety, health, and environmental policy.

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- Perform any other duties to be assigned by the supervisor

**TERMS AND CONDITIONS:**

- Ten (10) years contract with attractive remuneration and fringe benefits as per ATCL Salary Structure and Incentive Scheme.
- Candidates should be willing to work up country apart from Dar es Salaam if required to.

**MODE OF APPLICATION FOR ALL APPLICANTS:**

Interested applicants must submit a dully signed letter for consideration of the application attached with the following:

- A curriculum vitae (CV),
- Certified copies of all certificates (including secondary school, birth certificates), other relevant certificates, Applicants who have studied outside Tanzania should have their certificates approved by relevant authorities  
Tanzania Commission for University (TCU) or National Examination Council-  
NECTA)
- Two recent passport size photographs
- Name and address of at least two reputable referees;
- Applicant's reliable contact address, email address and telephone number.

**CLOSING DATES:**

Applicants should reach the undersigned within 14 days from the first date of this announcement (before **28 December 2023**).

**MANAGING DIRECTOR & CEO,**

**AIR TANZANIA COMPANY LIMITED,**

**P.O. Box 543,**

**DAR ES SALAAM.**

