**CUSTOMS LIAISON OFFICER**

Country:               Tanzania

Location:               Tanzania

Workplace location:     DAR ES SALAAM-MAFUTA RD(TZA)

Domain:                 Logistics, Operations

Type of contract:       Fixed term position

Experience:             Minimum 3 years

**Candidate Profile**

- Bachelor's degree in business-related field

- Product knowledge

- Customs procedures on importation

**Activities**

- HSEQ:

  o Application of Safety Managements Systems.

  o Quality Control of products to be within Tanzania quality specifications as per TBS.

- Taxes and wharfage- Ensure that All TAXES for fuel are processed on time, Manifest comparisons and wharfage are processed and paid on time to avoid penalty for late payments and delay to evacuate transit parcels

- Close follow up on transit/Transshipment and Customs documentations for TANZANIA/DRC/BURUNDI/UGANDA/RWANDA/ZAMBIA /and RWANDA related to GAPCO and TOTAL by ensuring completeness and proper files are maintained and made available whenever they are needed either internally, by our customers, Regulators, Auditors etc.

- Taxes forecast, assessment and payment: Send Monthly forecast of taxes to treasury and update whenever there is changes, Assessment of Taxes and payment in accordance with customs procedures to avoid GTL/TTL parcels discharged into other depot, and zero penalty for late payments of Taxes

- Wharfage and Additional Taxes: Ensure that Manifest comparisons, Claim of overpaid taxes on fuel, payment of Additional Taxes, payment of wharfage is completed as per customs procedure and timing to avoid penalty and delay of the uplift of transit parcels.

- Transit Product age report – Closely follow-up on the loading limit day for each transit parcel, Send Age report every Monday to transit customers and supply manager and request for extension from TRA 5 days before expiration of Limit time to avoid localizing the product and inconveniences to customers.

- Transit Documentations: Coordinate transit loadings by Ensuring smooth transit loadings by completing Documentation timely and closely follow-up all transit trucks to make sure that validation at the border and bond cancellation is done on time. Communicate pending monthly and action plan to clear them.

- Localization: Timely processing of Taxes and wharfage on localization, Immediate follow-up with TRA for bond cancellation on localized product

- Custom Queries: Ensure that all custom related queries are attended on time including but not limited to Audit

- Transit documents communication and stocks Reconciliations: Timely communicating of all necessary documents for transit customer to be able to confirm and process all the documentation (Outturn, certificate of Quality &qty, Loadings summary, pump over reports etc.,

- Ensure proper reconciliations per vessel with transit customers are completed at the end of each vessel uplift and provide all required documents to transit customers

- Notice Of Intention (NOI) -Coordinate with Depots Managers/Supply and Hospitality assistants to ensure All NOI for products received at Gapco and TOTAL are approved by TRA, received and properly filed for customs purpose, this includes Our Hospitality customers

- Assist Administration in all pending matters relating to supply sections that may delay the renewal of different licenses e.g. OMC License, Pending Validation of trucks, etc.

- Records Management and Maintain all records and communications with TRA and other parts related to trading and exports or transit cargo and Local customs.

- Attend all other customs related matters for GTL and TTL

- Ewura pricing

- Demurrage computation

- Stock management for transit customers

- PBPA, Ewura and Surveyor's invoice processing on DMS.

**Context & Environment**

- Involve interaction with suppliers/customers and TRA/PBPA / staff during documents processing whereby some are less cooperative

- Correctness of all documents which needs concentration as it involves huge amount of money to be paid.

- Most of the duties are strictly to specific deadline, therefore, needs time dedication

To Apply, **CLICK HERE**