



15<sup>th</sup> August 2024

## VACANCY ANNOUNCEMENT 2 POSITIONS

### **EXECUTIVE ASSISTANT & COMMUNICATIONS OFFICER**

Mbeya Cement Company Limited is a leading manufacturing company providing innovative and sustainable building and construction solutions within and outside Tanzania.

Mbeya Cement is seeking to recruit a highly motivated **Executive Assistant & Communication Officer (1 position)** under a permanent employment contract. The reporting line for the position is to the **Human Resources Manager**.

#### **Summary of Roles and Responsibilities:**

- a) Serve as a key liaison between the company executives and key internal/external partners by providing excellent support.
- b) Plan and orchestrate work to ensure that the senior executives' priorities are met, organizational goals are achieved and best practices are upheld.
- c) Coordinate complex scheduling and calendar management, as well as content and flow of information to senior executives.
- d) Manage senior executives' travel logistics and activities, including accommodations, transportation, etc.
- e) Management of the meetings & communication with multiple parties to schedule events.
- f) Manage internal communication, organize and coordinate executives' meetings, and follow up on actions.
- g) Maintain general office function including office supply inventories and ordering.
- h) Management of the company website, social media platforms, and public communications

#### **Qualification:**

**Education:** Bachelor's degree in either of the following fields Public Administration, Public Relations, Human Resources Management.

**Experience:** At least three (3) years of working experience in an Executive Assistant or Office Management or Communications Role.

#### **Technical Competencies /Additional Skills:**

- Team Player.
- Confident and Assertive
- Communication skills
- High level of integrity and self-discipline.
- Planning and Organization.
- Ability to be resourceful and proactive when handling issues.
- Customer-centric
- Multitasking skills with the ability to prioritize tasks.
- Ability to work independently and with good time management skills.

#### **How to Apply:**

Applicants are invited to submit the following documents via [mcc.recruitments@mbeyacement.com](mailto:mcc.recruitments@mbeyacement.com) indicating the position applied for in the subject of the email:

- Cover letter for the position;
- Resumes / CV;
- Academic Certificates

**Deadline for application: 22<sup>nd</sup> August 2024**

## MECHANICAL TECHNICIAN POSITION

Mbeya Cement is seeking to recruit a highly motivated Mechanical Technician (**1 position**) to be based at the **Mbeya Plant** under a permanent employment contract. The reporting line for the position is to the **Mechanical Supervisor**.

### Summary of Roles and Responsibilities:

- a) Execute all planned mechanical activities while adhering to the required safety standards;
- b) Report on resource and time usage, job scope expansions, rework, or deferred maintenance as necessary, and ensure all tasks and activities are logged and updated;
- c) Implement routine Preventive Maintenance checks, including vibration and temperature measurements on designated rotating equipment, and ensure accurate logging and recording of all readings;
- d) Repair static equipment as needed, including valves, pipework, pressure vessels, and tanks, among other components;
- e) Ensure compliance with standards, tolerances, and fits, and apply sound engineering practices to all tasks within your purview, whether on-site or occasionally in contractor workshops;
- f) Troubleshoot and conduct basic Root Cause Analysis for equipment and machinery, identifying any issues and reporting them accordingly;

### Qualification:

**Education:** Diploma in Mechanical Engineering with a minimum of three years of experience.

**Experience:** At least three (3) years working experience. An experience in cement manufacturing or extractive industry will be an added advantage.

### Technical Competencies /Additional Skills:

- Belt splicing technology (Cold repair, cold and hot splicing, pulley lagging, and belt alignment)
- Bearing technology and lubrication
- Familiarity with work safety rules and regulations
- Proficiency with relevant equipment
- Hands-on experience with equipment
- Knowledge of relevant software.

### How to Apply:

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- Cover letter for the position;
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**Deadline for application: 22<sup>nd</sup> August 2024**