

## POSITION DETAILS

<b>Job Title</b>	Assistant Business Accountant
<b>Company</b>	Pivotech Company Limited
<b>Department</b>	Finance & Administration
<b>Category</b>	Operational
<b>Vacancies</b>	1
<b>Salary</b>	Competitive package (negotiable)
<b>Posted on</b>	05/04/2022
<b>Last date</b>	10/04/2022

## ABOUT US

PIVOTECH is an engineering services company, specializing in O&M services in Electrical, Mechanical, and ICT-related disciplines. PIVOTECH also executes Civil Works and Building contracts both for Governments & non-government institutions. The company has been in existence since 2007 and currently employs 180 permanent staff. The company is ISO compliant in ISO 9001:2015, ISO 14001:2007 and OHSAS 18001:2015 standards.

## CORE JOB DESCRIPTION

Assistant Accountant duties are likely to range from helping to prepare financial statements and accounts, budgeting, and managing ledgers, processing invoices and preparing VAT returns. The Assistant Accountant provides whatever support is necessary to the business accountant and finance team. It is the day-to-day workings and reporting of the Assistant Accountant that will guide the recommendations of the business Accountant ultimately improving business performance profitability and future growth.

## KEY TASKS

- Timely update of the risk and opportunity register
- Ensure accountability on Company's expenditures
- Prepare and share weekly expenditure reconciliation report
- Suppliers' accounts reconciliation

- Posting bank transaction in QB and perform bank reconciliation
- Make use of Technology to automate the Finance functions
- Timely execution of payroll
- Compute and prepare all Statutory payments as per statutory requirements
- Petty cash management
- Monthly cash report on or before 10th
- Participate in Performance evaluation

## EDUCATION

A minimum of Bachelor degree preferably in accounting.

## EXPERIENCE

At least Two (2) years of related experience.

## SKILLS & ABILITIES

- Ability to learn quickly
- Good analytical and problem-solving skills
- Conversant with Microsoft office
- Proactive, Innovative and attention to details
- Self-reliance in management of assigned tasks
- Ability to work under pressure
- Positive attitude

## How to Apply:

1. Subject of your e mail must read “**Application for Assistant Business Accountant**”;
2. Attach your CV and copies of your certificates to [recruitment@pivottechgroup.co.tz](mailto:recruitment@pivottechgroup.co.tz)

## Deadline:

Sunday, 10<sup>th</sup> April 2022 at 11:59pm. All applications received after the deadline will not be considered. If you do not hear from us after 14 days since you sent your application means your application was not successful.

## POSITION DETAILS

<b>Job Title</b>	Data Analyst
<b>Company</b>	Pivotech Company Limited
<b>Department</b>	Business Intelligence
<b>Category</b>	Operational
<b>Vacancies</b>	1
<b>Salary</b>	Competitive package (negotiable)
<b>Posted on</b>	05/04/2022
<b>Last date</b>	10/04/2022

## ABOUT US

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## CORE JOB DESCRIPTION

The Data Analyst is responsible for organizational data interpretation, analysis and presentation of interpretations to the management of PIVOTECH Company. S/He is expected to conduct all activities in accordance with PIVOTECH established SHEQ policies and procedures. The Data Analyst, as a member of the BI department, shall work hand in hand with BIM to enforce the company's technology strategy.

## KEY TASKS

- Conduct data analysis on company's LD exposure levels
- Analyze Fleet data (Fleet Fuel, Top Ups and Mileage) against the Master Plan Success rate
- Data Analysis of Spares and Consumables for PM compliance and SWO closure against the Master Plan Success rate

- Data Analysis of PMS approval time, budget adherence, and payment retirement against the Master Plan Success rate
- Data Analysis of TPF costs incurred, invoices paid, and spare returns tracking against the Master Plan Success rate
- Carry data analysis on the trend of consumable materials usage trends and conformity to SLA requirements
- Data Analysis on HTT Training Completion Success for FE against Master Plan Success rate
- Training and User support for BI-related information systems
- Ensure all scheduled back-ups of the company's data warehouse are conducted
- Carry data analysis on the SHEQ data and benchmark them against clients KPIs
- Participate in performance evaluation
- Update departmental policies
- Update departmental Standard Operating Procedures (SOP)
- Perform all duties/tasks in accordance to SHEQ

## **EDUCATION**

A minimum of Bachelor degree preferably in Computer Science or any IT related qualification.

## **EXPERIENCE**

At least Two (2) years of related experience.

## **SKILLS & ABILITIES**

- Good analytical and problem-solving skills
- Conversant with Microsoft office
- Good competence with Data analysis tool including MS Power BI
- Proactive, Innovative and attention to details
- Self-reliance in management of assigned tasks
- Ability to learn quickly
- Ability to work under pressure
- Positive attitude



**PIVOTECH COMPANY LIMITED**  
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Tel: +255 (0) 22 261 7822  
Email: info@pivottechgroup.co.tz  
<https://www.pivottechgroup.co.tz>

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## POSITION DETAILS

<b>Job Title</b>	Field Operation Officers
<b>Company</b>	Pivotech Company Limited
<b>Department</b>	Power & Energy
<b>Category</b>	Operational
<b>Vacancies</b>	6
<b>Salary</b>	Competitive package (negotiable)
<b>Posted on</b>	05/04/2022
<b>Last date</b>	10/04/2022

## ABOUT US

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## CORE JOB DESCRIPTION

Field Operations Officer is responsible for the site Preventative and corrective maintenance, Generator service and optimization at site as per agreed service level agreement. The person shall also ensure that all activities is carried out in regard to SHEQ compliance and ensure conducive working environment for him and his assistant.

## KEY TASKS

- Execute site PM as per SLA
- Ensure proper use of consumables and spares
- Maintain Pivotech provided assets
- Execute site CM
- DATA integrity adherence
- Personal Development plan

- Performing all duties/task as per SHEQ
- Timely escalation of issues found during any activity on site
- Ensure expenditures are reconciled on time
- Ensure the proper service, handling and care of the company standby generator
- Ensure attendance of the GMT/Cluster meetings
- Attend performance evaluation as per Performance Evaluation Procedure
- Attend scheduled Training

## EDUCATION

A minimum of Ordinary Diploma or degree preferably in Electrical Engineering.

## EXPERIENCE

At least Four (4) years of related experience.

## SKILLS & ABILITIES

- Good analytical and problem-solving skills
- Ability to guide others
- Proactive, Innovative, Attention to detail
- Self-reliance in Site maintenance and other assigned tasks
- Ability to learn quickly
- Ability to work under pressure
- Valid Driver's license(optional)
- Familiar with proper installation procedures for power infrastructure and reticulation at BTS sites.
- Computer literate and familiar with MS word, Power Point, Excel.
- Registered with EWURA and ERB

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