



## 1. JOB TITLE: **GRADUATE TRAINEE - CUSTOMS LIAISON OFFICER**

Logistics  
DAR ES SALAAM-MAFUTA RD(TZA)  
Tanzania

### Job Description

#### •HSEQ:

- Application of Safety Managements Systems.
- Quality Control of products to be within Tanzania quality specifications as per TBS.

•**Taxes and whaffages-** Ensure that All TAXES for fuel are processed on time, Manifest comparisons and whaffage 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 e.t.c

•**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 of customs procedures to avoid GTL/TTL parcels discharged into other depot, and zero penalty for late payments of Taxes

- **Whaffage and Additional Taxes:** Ensure that Manifest comparisons, Claim of overpaid taxes on fuel , payment of Additional Taxes, payment of whaffages are 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 whaffage 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 include 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
- Any Other Job related to your section as may be assigned to you by your superior

## Candidate profile

- Bachelor Degree /Advanced Diploma in Tax and Customs related fields.
- Depot operations knowledge
- Products knowledge
- Customs procedures on petroleum products importation experience.

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## 2. JOB TITLE: **Dispatcher**

Logistics  
DAR ES SALAAM-MAFUTA RD(TZA)  
Tanzania

### **Job Description**

HSEQ:

- Enforce PATROM rules and transport procedure.
- Ensure before any issue loading document, the truck is accepted for Safe to Load.
- Before issue, any loading document, ensure the previous load complies with the loading procedure on product compatibility i.e do not issue loading document if the previous load was PMS and intended load is Kerosene or vice versa.
- Report near misses and deviation.
- Take part in OBC monitoring when needed
- Scheduling and delivery:
- Planning delivery orders and ensure orders are dispatched:
- Obtains Customers orders from Customer Service in a systematic organized way
- Ensure drivers and vehicle are available for the trip
- Ensures efficient routing and scheduling of loads in order to avoid client run out of product due to poor scheduling.

- Ensures that the customer orders are fully met, customer expectations are exceeded, and 'best in class' delivery efficiencies are achieved.
- Respect the time to deliver defined in each customer contract.
- Register trips in the different systems (SAP, TAS...)
- Coordinate the drivers and loading area.
- Optimize the utilization rate of the fleet and organize client deliveries.
- Reduce transportation costs.
- Improve the use of the fleet.
- Prepare all dispatch documents, Invoices etc.
- Optimizes and follows up delivery rounds
- Monitor Dispatch Performance according to SLA
- Implement and follow up the transport action plan and the KPI as per PATROM
- Prepare and update pending orders delivery plan report it regularly to NW, GT, CS, and OPS team
- Manages requests for additional spot trucks in liaison with Transport Coordinator.
- Plan and monitor trips in compliance with Branch standards and PATROM rules

#### Delivery Execution.

- Ensures that daily deliveries are executed as planned and manages any delivery issues (ie. weather problems, diversions, traffic, etc.).
- Provides customer service with up to date information regarding the execution of the delivery plans.
- Attends to customer service queries and assist to prioritize emergency deliveries if required

#### Special Movement:

- Manage product transfers to other Depots

- Manage transit activities.
- Manage Local hospitality and borrow/ loan.

Proof of Delivery (POD) Management:

- - Make sure all PODs are returned, duly signed and stamped.
  - Proper control of PODs
  - Ensure documents raised are correct.

Others :

- Prepare a summary of delivery documents for day D for Depot Manager to compare with loading gantry volume.

#### **Candidate profile**

- Bachelor Degree in Business Related Fields.
- At least 3 years experience in a similar job
- The job holder must be computer literate.

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### **3. JOB TITLE: GRADUATE TRAINEE - FIELD MERCHANDISER**

Sales

DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Tanzania

#### **Job Description**

The Field Merchandiser is in charge of diversification activities in several service stations and will work in conjunction with the Network Sales Teams, and the Category Manager. He/She optimizes sales and margins for each shop thanks to actions on products, merchandising, promotion and prices.

- He/she is in charge of the installation of SFS concepts (Shops, Products Order, Meal Service, Maintenance)
- He/she is responsible for the implementation of Product Offer, Merchandising Plans in the shop (defined by Category manager / SFS Manager). He must ensure the follow-up of these actions in shops
- He/she is responsible for the implementation of communication tools, highlighting products, promotions in shop.
- He/she must follow figures within his perimeter of stations: turnover, margin, stocks, shrinkage, prices...
- He/she must forward information to SFS Manager and to Territory Managers about anomalies in shops and implements remedial actions and about potential changes in shop.
- He/she analyzes the competition and the stations' trading areas so as to be able to locally optimize the SFS offerings (range, merchandising, promotion...)
- He/she optimizes with Station Managers and Territory Managers the management of stocks in the shops
- He/she complies with HSEQ rules and regulations (e.g. respecting hygiene procedures, the cold chain etc.)
- Ensures the integration of food safety requirement into contracts with supplier and contractors
- Participates in investigations following incidents (consumer complaints, microbiological deviations, incidents detected during inspection and audit.

### **Candidate profile**

- Bachelor's Degree (minimum)
- Good knowledge of the Network or experience in distribution of FMCG in supermarkets.
- Autonomy, feeling for organization, training skills.
- Creativity.

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## 4. JOB TITLE: **Senior Accountant**

Finance

DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Tanzania

### **Job Description**

- HSEQ: Respect of the Golden rules and all the HSE rules and standards of TotalEnergies by all the staff, contractors, customers...
- Ensuring accurate and timely monthly and annual report and Coordinate monthly closing process and reconciliation of general ledger accounts
- Supervising monthly closing process and reconciliation of general ledger accounts. Preparation of a monthly accrual table. Reconciliation between accruals posted and invoices received.
- Coordinating preparation and review of bank reconciliations
- Becoming the FI key-user in SAP, acting as a FI expert and being able to follow up all the FI problems. Prepare and make internal training to other staffs
- Monitoring adherence to Company's accounting procedures
- Assist with annual budgets – mainly OPEX
- Tax administration, by ensuring proper management of all tax obligations (VAT, Withholding taxes, Income Tax, PAYE/SDL, Stamp Duty, City Service Levy)
- Insurance administration, Ensure all insurance matters properly managed i.e. optimization of policies, renewals, periodic declarations, lodging and follow-up of claims
- Assist the Accounting Manager on managing and monitoring the Accounting service, work to develop more efficient procedures and use of resources while maintain a high level of accuracy
- Work with group external and internal auditors
- Development and implementation of new procedures and features to enhance the workflow of the department
- Coordinate and perform annual appraisal for accounting staff and establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff

- Providing required support to Credit control team to ensure all postings made in SAP in relation to customers are accurate, assist in resolving credit control issues, this include analyzing provision schedule, accurate receipting in customer accounts and where possible follow on long outstanding debts.
- Adhere to group procedures and timely reporting of treasury positions
- Performance or coordination of any other duty assigned by the Control Manager and Accounting Manager

#### **Candidate profile**

- Bachelor Degree or Equivalent in Finance/Accounting/Business Management with emphasis in Accounting –Professional qualified –CPA/ACCA
- 4-5 year prior experience in accounting/financial reporting/Audit areas, experience working with large multinational organisations
- PC proficient and experience with various and large automated accounting system and must have experience with Microsoft excel and word, Interface with SAP core processing or similar system required.
- Strong verbal and communication skills
- Strong interpersonal, supervisory and customer service skills required
- Ability to Multi-task, work under pressure, meet deadlines and be able and be able to thrive in fast –paced work environment

**APPLY HERE**