



Air Tanzania Company Limited (ATCL) is expanding its network to meet the needs of its Business Strategy 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 positions mentioned below;

1. **POSITION: DIRECTOR OF TECHNICAL SERVICES – (1 POST)**

MINIMUM ENTRY QUALIFICATIONS AND WORKING EXPERIENCE:

- Must have a Degree in Aeronautics / Degree in relevant engineering field from a recognized institution or its equivalent.
- Must have Aircraft Maintenance Engineer's license/approval with appropriate airframe, power plant or avionics ratings;
- Must have at least ten (10) years of working experience of which two (2) years must be in a Managerial position: and
- Must have at least three years' experience in maintaining the same category and class of aircraft used by the AOC holder including one year in the capacity of returning aircraft to service.

DUTIES AND RESPONSIBILITIES

- Advises the Managing Director and CEO on all matters related to Technical Services activities to contribute in reaching of the vision and realizing the mission of the Company.

- Provide leadership and coordination of Technical Services sections to ensure legal, safe and efficient operation.
- Responsible for development, implementation, and evaluation of strategies to achieve technical services' corporate objectives.
- Development and enforcement of company policies and for ensuring compliance with all laws, rules, and regulations governing technical services activities.
- Oversee the planning and optimum use of resources under technical services section.
- Ensure that the highest possible standards of technical proficiency are maintained.
- Oversees and implements ATCL's strategic plan in relation to Technical Services directorate objectives;
- Ensure optimal, efficient and effective management and utilization of human resource under Technical Services directorate.
- Oversee the planning and optimum use of resources under the Technical Services directorate.
- Ensure implementation of an effective quality and determine standards operating practices to comply with relevant legislations and regulations which are related to the AOC and other necessary authorities.
- Liaise with other departments within the airline to ensure the airline global objectives and targets are met.
- Oversee health and Safety Matters.
- Conducts Performance Review and Appraisal of subordinates and gives feedback respectively.
- Perform any other official duties as may be assigned by a supervisor.

2. **POSITION: ADMINISTRATIVE MANAGER – (1 POST)**

MINIMUM ENTRY QUALIFICATION AND WORKING EXPERIENCE

- Must have a Master Degree in one of the following fields: Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Industrial Relations, Business Administration/Commerce majoring in Human Resources Management or related qualification from recognized institutions.

- Must have a Bachelor Degree in Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Industrial Relations, Business Administration/Commerce majoring in Human Resources Management or related qualification from recognized institutions.
- Must have at least eight (8) years of working experience in relevant field and must be in Senior Officer position.
- The candidate must have successfully passed Qualifying Law Examinations for Administrative Officers.

DUTIES AND RESPONSIBILITIES

- Advises the Director of Human Resources and administration on administrative matters in ATCL.
- Manages the general upkeep of services to include maintenance of office equipment, water and sewerage, office environment cleanness, buildings, Vehicles and grounds including other outsourced services.
- Leads the compliance of OSHA guidelines ensuring all locations are compliant with zero tolerance on non-compliance.
- Develops, implements and reviews internal administrative procedures specifically with the guiding SOP to enhance administration controls.
- Provides requisite link with the PMU for all departmental administrative procurement, ensuring all works and services are planned and executed as per APP and Departmental business plan.
- Manages ATCL security and out sourced security services to ensure ATCL property is well protected.
- Conducts Performance Review and Appraisal of subordinates and gives feedback.
- Supervises and ensures efficient system of central registry is operational to speed up correspondences between various department and with external parties.
- Manages proper allocation of physical assets such office equipment and furniture and keep current record of users to enable management to plan internal usage efficiently.
- Perform any other official duties as may be assigned by a supervisor.

3. **POSITION: ACCOUNTANT II (1 POST)**

MINIMUM ENTRY QUALIFICATIONS

- Must have Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions plus either of CPA (T), ACCA, ACA, CIMA or equivalent professional qualification recognized by the NBAA.

DUTIES AND RESPONSIBILITIES

- Collect cash and cheques and pay authorized petty cash.
- Prepare revenue and expenditure reports.
- Prepare accounts documentation.
- Dispatch voucher lists to Head of sections.
- Make batching of payment vouchers as per Cashbook.
- Maintain Petty Cashbook and Register.
- Carrying out regular bank reconciliation.
- Record financial transactions in the accounting system.
- Performs any other official duties as may be assigned by the supervisor.

4. **POSITION: RECORDS MANAGEMENT ASSISTANT II (2 POSTS)**

MINIMUM ENTRY QUALIFICATIONS

- Must have Certificate in one of the following fields: Records Management, Records and Archives Management, Corporate Information Management, or equivalent qualification from recognized institutions.

DUTIES AND RESPONSIBILITIES

- Assist in receiving all incoming mail/documents.
- Record all incoming mail /documents.
- Post or dispatch outgoing mail/documents.
- Handle all files movements and records.
- Perform any other official duties as provided by the supervisor.

TERMS AND CONDITIONS

Five (5) years contract with attractive remuneration and fringe benefits as per ATCL Salary Structure and Incentive Scheme.

MODE OF APPLICATION FOR ALL APPLICANTS:

Interested applicants must submit a dully signed letter for consideration of the applications 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.
- A full size picture dressed in business attire.
- Name and address of at least two reputable referees;
- Applicant's reliable contact address, email address and telephone number.

NOTE

Misrepresentation of qualifications or any other information on application shall warrant legal consequences

CLOSING DATES

The application letters should reach the undersigned within fourteen (14) days from the first date of this announcement.

MANAGING DIRECTOR & CHIEF EXECUTIVE OFFICER

AIR TANZANIA COMPANY LIMITED,

P.O. BOX 543,

DAR ES SALAAM.

CLOSING DATES: The deadline for receiving the application is 08 December 2022.