



**JOB VACANCIES AT J-V-A-C-E-E**

**18<sup>th</sup> November 2022**

**TITLE: DOCUMENT CONTROLLER ----- (01 Position)**

**JOB REQUIREMENT**

- ✚ Ideal Candidates Should Possess a working experience of **3 – 5 years** in the same Position especially in Construction Industry with a busy working environment.
- ✚ **Degree/Diploma** in Records Management or any other related Qualifications from a reputable organization.
- ✚ Knowledge in the Document Management systems such as EDMS, ERP will be an added advantage
- ✚ Be a team player and able to work autonomously.

**MODE OF APPLICATION**

Interested candidates should send their up to date CV's and ID (National, Voter's ID or Driving License) to [jobs@jvacee.com](mailto:jobs@jvacee.com) and in subject Line **Clearly indicate the position you're applying for**. Failure to do so your application will not be considered.

**Deadline is 22<sup>nd</sup> November 2022.**

Interviews and work station will be at Julius Nyerere Hydropower Project (JNHPP).

**This position is open for Tanzanian Locals only.**

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