



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;

### **POSITION: CABIN CREW II (90 POSTS)**

#### **MINIMUM ENTRY QUALIFICATIONS AND WORKING EXPERIENCE:**

- Must have a minimum of Form IV Certificate with Four Credit passes of which ONE of them should be English and;
- Must hold Ab-Initio Certificate from Recognized Aviation Institution plus Cabin Crew License from Tanzania Civil Aviation Authority (TCAA);
- Must be Fluent in both written and spoken English and Swahili.
- Must have no visible tattoos while in Air Tanzania crew uniform.
- Minimum height of 160cm.
- Arm reach of 212cm while standing.
- Physically fit for this demanding role with a healthy Body Mass Index.
- Knowledge of Extra International Language will be an added advantage.

#### **DUTIES AND RESPONSIBILITIES**

- Ensure passenger's "safety and security from the time passengers aboard the aircraft until the time they disembark.
- Inform passengers on emergency, safety and security procedures during all phases of the flight.
- Ensure cabin safety and security under the overall authority and responsibility of the PIC (i.e the safety of passengers and security of cabin load and galleys)
- Responsible to read and sign all notices or bulletins as required.
- Attend preflight and post flight briefing as required.
- Ensure to carry out a cabin security check, verify the safety emergency equipment, aircraft system, catering equipment's and immediately report any deficiencies to the Flight Purser/ In charge cabin crew for further action.

- Ensure passengers respect and comply with the “fasten seatbelt” and “No smoking” signs and other safety and security instructions while in flight.
- Ensure the passengers safely escape in an emergency evacuation.
- Form the liaison between passengers and the flight crew.
- Provide optimum comfort and service to the customers.
- Report to the Senior Cabin Crew and Flight Purser any incident that has endangered or may endangered safety of the operations while on flying duties the Cabin crew is required to follow all lawful directions given by the Senior Cabin Crew/Flight Purser (in charge cabin crew)
- Ensures the safety and security of passengers, crew and aircraft through adherence to Company policies and standard operating procedures.
- Deliver world class passenger service and assist in on-time performance.

## **POSITION: FLIGHT OPERATIONS ASSISTANT II (7 POSTS)**

### **MINIMUM ENTRY QUALIFICATION AND WORKING EXPERIENCE**

- Holder of Advanced Level Certificate of Secondary Education preferable in Science subject or equivalent.
- Must have a Certificate of Flight Operations/ Flight Dispatch or Equivalent.
- Must be a holder of TCAA Flight Operations/Flight Dispatcher’s License.
- Must be proficient in English Language in accordance with the English Language proficiency requirement contained in TCAR.
- Must be computer literate.

### **DUTIES AND RESPONSIBILITIES**

- Monitoring crew reporting on/off duty and crew duty time limitations.
- Checking contents of operational documents and ensure that all flights have the right documents.
- Assisting in preparation of the ATS flight plan.
- Assisting in compiling NOTAM and Meteorological report folders for flight.
- Obtaining aircraft defect report from line maintenance.
- Assisting in preparation of operational forms and voyage report forms.
- Supporting, briefing and/or assisting the FOO.
- In the absence of FOO briefing and/or assisting the PIC.
- Makes recommendation in areas of expertise.
- Perform any other official duties as may be assigned by your supervisor.

## **POSITION: SENIOR PILOT I (CAPTAIN) - (17 POSTS)**

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### **MINIMUM ENTRY QUALIFICATION AND WORKING EXPERIENCE**

- Must have flown with more than 3500 flying hours with an Airline Transport Pilot License, Multi Engine and Instrument Rating.
- Must have 1000 hours as a Pilot in Command and an experience of handling a minimum of 20 tons' equipment or above with a good performance.
- Must hold a valid TCAA Medical Certificate.
- Must have successfully completed the appropriate Flight Training Courses according Operations Manual Part D and Manufacturer training manuals.

### **DUTIES AND RESPONSIBILITIES**

- Responsible for safety of the aircraft, its occupants and cargo pre, during and post flight.
- Maintain a high standard of discipline, appearance, uniformity and promptness of Co-pilots and Cabin Crew.
- Determine the achievement of commercial aspects of flights safety is not impaired to obtain additional revenue load for the Company.
- Ascertain that Flight Plans, Notam, Fleet Notices, Weather and any pertinent documentation and service items that flight may require are briefed.
- Verify that the loading of aircraft being performed in accordance with laid down procedures.
- Report all incidents and accidents.
- Verify that all documents/certificates required being on board the aircraft are available and valid.
- Report any Flight delays of flights.
- Accept and sign for diplomatic mail, precious cargo and supervise stowage aboard the aircraft and handover to destinations.
- Perform any other official duties as may be assigned by your supervisor.

## **POSITION: PILOT II (FIRST OFFICER) - (17 POSTS)**

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### **MINIMUM ENTRY QUALIFICATION AND WORKING EXPERIENCE**

- Must have flown with more than 250 flying hours or above with Commercial Pilot License, Multi Engine with Instrument Rating.
- Must hold a valid TCAA Medical Certificate.
- Must have successfully completed the appropriate Flight Training Courses according Operations Manual Part D and Manufacturer training manuals.

## **DUTIES AND RESPONSIBILITIES**

- To participate in the Pilot-in-Command's crew briefing, and make himself aware of all relevant aeronautical and meteorological information as well as relevant papers documenting the aircraft technical status and its anticipated load.
- To carry out such duties concerning the flight in accordance with the SOP, including procedures, limitations and performance related to the specific aircraft type, as allocated to him by the Pilot-in-Command;
- To prepare the OFP and when necessary, file the ATS Flight Plan with the appropriate Authority. If stored plans are used, then he should ensure that the correct plan has been activated.
- To confirm the safe navigation of the aircraft, maintaining a continuous and independent check upon both the geographical position of the aircraft and its safe terrain clearance.
- To safely and properly conduct the flight in compliance with the current flight plan and the Pilot-in-Command's instructions when the Pilot-in-Command is not at the controls. Any change to the current flight plan has to be notified to the Pilot-in Command.
- To provide advice, information and assistance to the Pilot-in-Command, as may contribute favorable towards the safe and efficient conduct of the flight.
- To assist the Pilot-in-Command in administration duties related to the flight and
- To seek and receive information and/or explanation from the Pilot-in Command, as may be necessary to enable fulfilment of functions.
- To assist the Flight Safety Department for all Technical related matters.
- Perform any other official duties as may be assigned by your supervisor.

## **POSITION: PROCUREMENT OFFICER II (4 POSTS)**

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### **MINIMUM ENTRY QUALIFICATION AND WORKING EXPERIENCE**

- Holder of Bachelor Degree in one of the following fields; Procurement and Supplies Management, Material Management, Stores Management, Logistics Management.
- Must be registered by PSPBT as Graduate Procurement and Supplies Professional.

## **DUTIES AND RESPONSIBILITIES**

- To prepare bid documents and Tender advertisements.
- To prepare contract documents or purchases orders to approved bidders.
- To seek approval to purchase the identified requirements.
- To Participate in preparation of Annual Procurement Plan (APP).
- To participate in preparation of monthly, quarterly and annual procurement reports.
- To receive, verifying, and submitting invoice of delivered goods or completed service for payment.
- Participate in preparation for stock taking.
- Liaise with suppliers for timely delivery of the goods.
- To Maintain store records.
- To receive and issue goods to user department, processing stores requisitions, order expedition, inventory and stock replenishment.
- To perform any other related duties as may be assigned 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: -

- I. A curriculum vitae (CV),
- II. 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)**
- III. Two recent passport size photographs.
- IV. Name and address of at least two reputable referees;
- V. Applicants from Public Service should route their applications through their employers;
- VI. 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.**

***ATCL is an equal opportunity employer. Women are encouraged to apply.  
Misrepresentation of qualifications or any other information on application shall  
warrant legal consequences.***