

## Position Vacancy Announcement

Business / Employer name: APC HOTEL AND CONFERENCE CENTRE  
Job categories: Hospitality Industry  
Job Role: Head of Procurement Unit (1)  
Organization Type: Hospitality Industry  
Application deadline: 2023-05-17

### **Job brief**

APC Investment Centre is seeking a high potential Head of Procurement Unit who is passionate and keen to work and establish a long-term career in the hospitality industry. We create opportunities to develop and allowing you to gain valuable experience, sharpen your leadership & team skills and position yourself for a rewarding career in the hospitality industry and beyond.

We immerse you in an environment with people, places & practices that make up our successful portfolio. You will experience firsthand adventures of working with us, and be ready to learn, grow, and gain hotel experience.

### **DUTIES & RESPONSIBILITIES**

- Implementing procurement process (good, works and services) in transparent way in accordance with APC Investment Centre Procurements Guideline/ Public Procurement Act of 2011
- Making follow up, keeping record and report all activities performed by procurement units to all respected department.
- Participate in preparation, reviewing, report, tendering, evaluation all contracts of the service provider related to the Organization procurement procedures
- Monitoring compliance of procurement process in the Organization
- Handling and preparation all procurement documents that include tendering, contract and any other document which will be necessary in facilitating procurement procedure.
- Preparation and submit periodic report
- Preparation and updating Annual Procurement Plan

### **JOB KNOWLEDGE, SKILLS & ABILITIES**

You should be a high-potential who is passionate, committed and keen to establish a career in the hospitality industry in Procurement Unit with the following attributes:

- Excellent oral and written communication skills
- Excellent analytical and critical thinking skills, result-oriented nature
- Self-starter with strong problem-solving skills
- Detail-oriented and deadline-sensitive
- Take initiative and act quickly to support and deliver projects in a professional manner
- Computer skills- MS Office programs (Strong in Excel and Basic knowledge of Word).
- Team player who has the ability to work with external parties and with all levels of the organization

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### **QUALIFICATION STANDARD**

- Bachelor's degree in Procurement
- Must possess CPSP and registered by PSTPB
- Good understand of Public Procurement Act of 2011, regulations and guidelines
- Experience of THREE years or more in procurement
- Working/Experience in hospitality industries will be added advantages

### **HOW TO APPLY:**

- For more details regarding the post please visit our *website* ([www.apchotelandconferencecentre.co.tz](http://www.apchotelandconferencecentre.co.tz))
- Please send your cover letter, CV, Birth Certificate, Copy of National ID/NIDA Number and other certificates through email: [hr@apchotelandconferencecentre.co.tz](mailto:hr@apchotelandconferencecentre.co.tz)
- Due to the large number of inquiries, we receive, only candidates who have met the required experience & qualifications for this position will be contacted.
- We may wish to retain your CV in our database for other/future opportunities, unless you direct us otherwise. Thank you very much for your interest.

***We are proud to be an Equal Employment Opportunity Employer.  
We value and seek diversity in our workforce.***

## Position Vacancy Announcement

Business / Employer name: APC HOTEL AND CONFERENCE CENTRE  
Job categories: Hospitality Industry  
Job Role: Head of Human Resources Unit  
Organization Type: Hospitality Industry  
Application deadline: 17 -05-2023

### **Job brief**

As Head of Human Resources, you will work under the general guidance of the Hotel Operations Manager and be responsible for supporting the team on their day-to-day operation. He/she executes the hotel's Talent Development strategy by planning Company and hotel training programs and the recruiting of non-management roles in the hotel.

Also Coordinating the administration support to the Human Resources team in accordance with the Hotel's standard and procedures and to ensure that staffing needs are met in a timely manner, from placing ads to interviewing and hiring.

### **DUTIES & RESPONSIBILITIES**

- Attending all meetings and take minutes.
- Assists CEO in organization of the staff social events.
- Coordinating Hotel staff events and activities.
- Compiling payroll
- Resolve hotel staff and management queries.
- Preparing all report that include Weekly, Monthly and Payroll
- Preparing and Attending APC Board Meeting under directives of CEO
- Follow up all the compliance issues i.e., include PSSSF, WCF, OSHA, TBS
- Attending all NHIF issues from entering new staff to payments
- Developing job descriptions, short listing, interviewing and selecting candidates, preparing personal files of the colleagues.
- Preparing MOD roster and collect their reports
- Compiling all Duty roster of all Departments at the end of the month for the next month
- Developing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management.
- Helps employees identify specific behaviors that will contribute to service excellence.
- Responsible for the on-the-job orientation for new hires.
- Assist with Internship or training program and ensuring that all Interns are receiving the necessary support and guidance during their industrial exposure training.
- Manage HR administration such as starters and leavers process.
- Complete monthly and periodical paperwork to be submitted to the payroll team.
- Ensure up to date and accurate information is fed into the Human Resources report.

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- Manage employee relation issues in the hotel in a confidential manner, including disciplinarians, grievance.
- Ensure recruitment and selection process of Contractual staff and temporary ones, is adhered to APC rules and are carried out correctly.
- Manage HR administration such as contracts, letters and personnel files.
- Maintenance of HR email account and ensures prompt response.
- Analyze staff turnover and sick leave with the aim of implementing strategies for reduction.
- Provide staff counselling, guidance, career planning, and oversee disciplinary matters up to and including dismissal and oversee any Grievance Complaints made as required.
- Supporting the hotel with departmental training requirements including inductions, work experience, careers fairs, and training materials
- Organizing Monthly Training.
- Ensures confidentiality is maintained at all times, and provides information only to those with a need to know.
- To know and follow the Health & Safety at Work Act and comply with the hotel's Health & Safety policy.

### **JOB KNOWLEDGE, SKILLS & ABILITIES**

- Excellent oral and written communication skills
- Excellent analytical and critical thinking skills, result-oriented nature
- Strong problem-solving skills
- Detail-oriented and deadline-sensitive
- Take initiative and act quickly to support and deliver projects in a professional manner
- Computer skills- MS Office programs (Strong in Excel. Basic knowledge of Word and PowerPoint),
- Team player who has the ability to work with all levels in the organization
- Highly responsible & reliable
- Ability to work well under pressure in a fast-paced environment
- Ability to work cohesively with fellow colleagues as part of a team

### **QUALIFICATION STANDARD**

- Master in Business Administration (Human Resources) or equivalent
- Bachelor's degree in Human Resources or equivalent
- Knowledge of Labour Law is a must
- Working experience not less than THREE years in Human Resources
- Working in Hospitality Industries will be added advantages

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## Position Vacancy Announcement

Business / Employer name: APC HOTEL AND CONFERENCE CENTRE  
Job categories: Hospitality Industry  
Job Role: Head of Sales and Marketing (1)  
Organization Type: Hospitality Industry  
Application deadline: 2023 -05- 17

### **Job brief**

APC Investment Centre is seeking a high potential head of sales and marketing who is passionate and keen to establish a long-term career in the hospitality industry. We create opportunities to develop and allowing you to gain invaluable experience, sharpen your leadership & team skills and position yourself for a rewarding career in the hospitality industry and beyond.

We immerse you in an environment with people, places & practices that make up our successful portfolio. You will experience firsthand adventures of working with us, and be ready to learn, grow, and gain hotel experience.

### **DUTIES & RESPONSIBILITIES**

- Analyzing various sales & marketing related work from different departments such as sales, marketing, conference and banqueting and Front Office.
- Preparation of various reports of sales and marketing
- Coordinate, track and manage project implementation for selected sales & marketing initiatives
- Conduct analysis, produce information and provide input on specific business issues/ priorities
- Participate as an active member of the team and seek ways to implement best practices or suggest improvements
- Responsible for proactively seeking new business opportunities to fill the accommodation rooms and conference venues.
- This department plays a key role in the success of the APC hotel and Conference Centre. She/He will work in three main areas with the Sales & Marketing, Conference and Banqueting and Front Office Department.
- Updating the Sales Application with client details and activities following client events and new contracts and provision of good services to the customer both in-house and walking guests
- Establishing new processes and procedures within the department to ensure the sales team tools are up to date and prepared
- Dealing with sales and Marketing commission agents' firms

### **JOB KNOWLEDGE, SKILLS & ABILITIES**

She/He should be a high-potential sales and marketer who is passionate, committed and keen to result oriented and career in the hospitality industry and/or Sales & Marketing sector with the following attributes:

- Good customer care personality
- Excellent oral and written communication skills
- Excellent analytical and critical thinking skills, result-oriented nature
- Self-starter with strong problem-solving skills



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- Detail-oriented and deadline-sensitive
- Take initiative and act quickly to support and deliver projects in a professional manner
- Computer skills- MS Office programs (Strong in Excel. Basic knowledge of Word and PowerPoint).
- Team player who has the ability to work with external parties and with all levels of the organization
- Accustomed with social media for finding customers

### **QUALIFICATION STANDARD**

- Master in Business Administration (marketing) or equivalent
- Bachelor's degree in Sales and Marketing, Mass communication or Public Relations or equivalent
- Good understand of hospitality Industries how it works
- Experience of THREE years or more in marketing of hotel and conference
- Working/Experience in hospitality industries will be added advantages

### **How to Apply:**

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