



1. JOB TITLE: ADMINISTRATION SUPPORT OFFICER

Human Resources
DAR ES SALAAM-HAILE SELASSIE RD(TZA)
Tanzania

Job Description

- Managing house leases/rents for expatriates.
- To ensure comfortable working conditions, regular communication with expats about their housing, schools, and other needs.
- Reviewing and processing expenses and reimbursements due to expats.
- Liaising with Government authorities on behalf of expats to ensure adherence to country regulations.
- Planning for the arrival of expats in the Country.
- Orienting expats on local customs, opening bank accounts, and other onboarding procedures.
- Management of vehicles for expats.
- Management of bills - Water, Electricity, Waste collection, Hygiene and Sanitation etc.
- To provide office administrative support, including office housekeeping, monitoring and managing office supplies such as stationery and other consumables.
- To coordinate arrangements for the meetings, visits, conferences.
- In charge of all visas, work permit, resident permits and other government requirement for expatriates and their families.
- Maintain administrative records for easy access by other stakeholders

- In charge of pest control for both offices and expatriate houses.
- Creating, updating, and maintaining purchase requisitions (PR) as per purchase procedures.
- Providing support to expats when and as required.
- To carry out any other duties as assigned by the Supervisor

Context and environment

The job involves both Office and out of Office assignments

Candidate profile

- An undergraduate degree in human resources, law, finance, business administration, logistics, or related fields.
- Excellent knowledge of laws, and practices relating to expats.
- Three years of professional administrative work experience in a reputable organization.
- Strong verbal and written communication skills.
- Outstanding problem-solving and organizational skills.
- Good working knowledge of Microsoft Office products.
- Fluency in French language – an added advantage.
- Ability to work independently.
- Adaptable to change and fast-acting.
- Ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization is required.

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2. JOB TITLE: Territory Manager

Sales
DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Tanzania

Job Description

Under the authority of the Network Operation Manager, he is responsible for a profit center that he pilots with the support of functional and operational units (customer service, maintenance, SFS, accounting, etc.). He is the main person responsible for the service stations he handles.

- He spells out, coordinates, develops and supervises the policies of the Network Department with respect to:

-SFS: shop, wash, maintenance bay, food, programming and promotional operations
-Reception of Products/ Service / Quality: Top service,
-Hygiene / Safety / Environment / Safety of property and of persons
-Maintenance: in interface with the maintenance unit, he makes sure that the operator observes the contract terms.

- He studies, proposes and negotiates the economic aspects of the contracts within the framework of their installation, of their renewal or of annual renegotiation (working capital required & Forecasted P & L).
- He controls and wards off the financial risks by making a monthly check on the manager's financial health (financial situation) and analyzes the economic and commercial performance levels (Real P & L).
- He proposes and implements the action plans required for optimizing results.
- He proposes and implements the continuing training plan for all station staff. He prepares and proposes a promotion policy for Young Dealers.
- He implements a competition and sectorial watch; identifies and characterizes possible prospects, analyzes the competition.
- He enrolls new fuel card customers and maintains the existing customers
- He conducts stock control and review all records pertaining to station operations – manually maintained records + electronic (FCC)
- He ensures the stations comply with statutory requirements
- He ensures hygiene control at the shops is implemented as per TotalEnergies HACCP rules

Context and environment

- Complexity of the business relationship vis-à-vis managing tenants (CODO) holding independent trade status.
- Highly competitive environment (increasing activity of independents, parallel market).

- Demanding when it comes to financial aspects (major stakes).
- Increased attention to environmental problems / sustainable development.
- Works 80% in the field / frequent night time visits.

Candidate profile

- Bachelor's Degree in commercial fields with at least three years' experience
- Autonomy, organization (ability to hierarchize events), strict approach, feeling for business and for customer service.
- Analytic mind, reactivity, availability.
- Ability to listen and communicate, managerial potential.
- Field man / woman.

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