



Ref. #: SEC-HRAD115-0018TZ

S.E.C (EAST AFRICAN) COMPANY LIMITED has been registered in the United Republic of Tanzania under the Company Ordinance (CAP 212) with a certificate of incorporation number 55091 as a Limited Company. We are registered with the Contractors Registration Board (CRB) as specialist contractors in CLASS ONE for supplying, installing, testing, commissioning and provision of after sales service for elevators, escalators, walkways, automatic voltage stabilizers etc.

The Management of S.E.C (East African) Company Limited is inviting applications from ambitious, energetic and performance driven individuals to fill in the below positions:

1. Post Title: Human Resource and Administrative Manager

Minimum Qualifications: & Specific Knowledge:

1. HR professional background – 5 years minimum
2. Prior experience in key areas of HR policies and processes, recruitment, potential assessment, remuneration and benefits, performance management
3. Knowledge and understanding of local labour markets and employment law regimes within the country
4. Good presentational, influencing and interpersonal skills Degree Holder, Master's degree is an added but not must

Main Duties and Responsibilities:

Comply with labor law and payroll regulations

- Develop and implement country HR strategy in line with business strategy and Group priorities

- Embed the company's Code of Conduct, Values and working culture
- Deliver Human Resources operations: administration, employee relation; counseling, recruitment, training and developing, talent management, coaching, performance Management and implementing organizational changes
- Implement and promote HR policies
- Implement Talent strategy: succession plans, Emerging leaders identification and development, talent review
- Ensure a cost leadership in monitoring HR budget and Manpower costs.
- Supports Country Leadership Team by providing human resources advice, counsel, and decisions
- Develop and maintain HR Country policies and procedures in line with the Group Code of conduct, value and guidelines.
- Develop and implement remuneration and benefits policies and reviews in coordination with Group Compensation & Benefits expert
- Develop and monitor HR KPI's in line with business needs: manpower cost, turnover, training budget, training days, and talents metrics
- Ensure company health by implementing a structured approach to IR through provision of advice to managers on policies and processes.
- Staying abreast of changes in local legislation and managing internal and external stakeholders.
- Develop own HR team by coaching, providing learning opportunities and implementing relevant development products in order to provide a competent, professional and customer focused HR service to the company.
- Responsible for Office Services.

Area of Responsibility: As assigned by supervisor

2. Post Title: Accountant

Number of Position (s): 1 (one) Report to Accounts and Finance Manager

Minimum Qualification: & Specific Knowledge:

Accountancy Graduate – preferable CPA but not must

2. With minimum of 2 years of experiences in the field of Accounting

3. Excellent knowledge of computer skills specifically Ms Excel.

4. Fluency in Swahili and English

Main Duties and Responsibilities: Accountant Duties and Responsibilities

1. To handle Accounts Receivable
2. Prepares statement of Accounts
3. Bank Reconciliation
4. Invoicing
5. Customer related matters

3. Post Title: Customer Service

Number of Position (s): 1 (one) Report to Head of Service Department

Minimum Qualification: & Specific Knowledge:

Bachelor of Science with Education, Bachelor in Procurement, Public Relation, Business Administration or any other related field.

Main Duties and Responsibilities:

1. Preparing new contract to new customers and renewing expired contracts for the existing customers.
2. Follow service and maintenance payment to our clients.
3. To follow spare parts payment for those spare which have already replaced
4. To follow approval for spare parts that's need to be replaced
5. Daily Communicating with customer through office telephone, WhatsApp's groups and official emails
6. Preparing Performa invoice and quotations and send them to clients for payments or approval.
7. Follow client's lifts problems and report to office for further actions.
8. Building good relationship with our customers through physical visiting and meetings.
9. To receive customer complaints direct from customer or customer care center and report them to office for solutions
10. Recording all customer information
11. Other duties assigned by HOD, General Manager or Managing director

4. Post Title: Mechanical Engineer

Number of Position (s): 1 (one)

Report to: Head of Engineering Department

Minimum Qualification: & Specific Knowledge:

1. Bachelor in mechanical Engineering
2. Minimum 2 years of experiences in similar field
3. Professional Mechanical Engineering Certificate.

Main Duties and Responsibilities:

1. Arrange day to day activities and labour requirements
2. Supervision Lift installations works
3. Planning and prepare work plans and execution methodologies
4. Attending site meeting and technical meetings to plan for the timely delivery of projects to our client
5. Performing training and best practice for lift use and maintenance of lifts to reduce breakdown and ensure safe lift operations

5. Post Title: Mechanical Technician

Number of Position (s): 1 (one) Report to Mechanical Engineer

Minimum Qualification: & Specific Knowledge:

- Diploma in Mechanical Engineering or any related courses
- Minimum 2years of experience in similar field

Main Duties and Responsibilities:

1. Perform lift installation works
2. Perform daily mechanical work as per schedule arranged by engineer/ project engineer
3. perform other works assigned by supervisor

Mode of Application:

Attach detailed CV in PDF format which include e-mail and/or telephone contacts, names and addresses of three (3) referees and Academic Certificates to this email master@mitsuelevator.com or secgmpa@gmail.com

We welcome excellent candidates to join with us, we also need candidates who will work in Dodoma and Arusha region, candidates from this regional are encourage to apply.

Deadline for application is 1st August 2023 Only shortlisted candidates will be contacted for interview

S.E.C (EAST AFRICAN) CO LTD IS AN EQUAL OPPORTUNITY EMPLOYER
NO CHARGES APPLY FOR THE POSITION.

All correspondences should All types of company related emails be addressed to the Managing Director. should be Cc'd to the Managing Director email address: md@mitsuelevator.com