



Air Tanzania Company Limited (ATCL) is expanding its network to meet the strategic business needs 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 following positions;

1. **POSITION: SENIOR INSURANCE OFFICER (RISK MANAGEMENT) (1 POST)**

**QUALIFICATIONS**

- Must be holder of Bachelor Degree in one of the following fields; Insurance, Risk Management, Actuarial Science or relevant field from a recognized and reputable institution.
- Must have minimum of seven (7) years working experience in risk management field.

**RESPONSIBILITIES:**

- Coordinate efforts for developing and enhancing appropriate risk management framework, procedures and systems in consultation with management.
- Coordinate and monitor the implementation of risk management initiatives within the Company.

- Work with risk owners to ensure that the risk management processes are implemented in accordance with agreed risk management framework and strategy.
- Collect and review all risk registers and their treatment plan for consistency and completeness.
- Provide advice and tools to staff, management, Board and the Board Committees on risk management issues, including facilitating workshops in risk identification.
- Promote understanding of and support for risk management including delivery of risk management training.
- Oversee and update corporate risk register, with inputs from risk owners.
- Perform any other duties as assigned by the supervisor.

## 2. POSITION: RECORDS MANAGEMENT ASSISTANT I (RE-ADVERTISEMENT) (1 POST)

### QUALIFICATIONS

- Must be a holder of Diploma in one of the following fields: Records Management, Records and Archives Management, Corporate Information Management, or equivalent qualification from recognized institutions.
- Must have working experience of at least four (4) years in related field.

### RESPONSIBILITIES:

- Ensure that a file register is in place.
- Receive incoming mail, stamp and record them in relevant register.
- Send mail preview box to preview officers and record daily movement of files

- Ensure letters have all attached documents referred to; and letters are signed by relevant desk officers after attending to them
- Ensure that envelopes are affixed with proper stamps and are addressed correctly
- Circulate flimsy files to the authorized officers.
- Develop individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior.
- Perform any other official duties as provided by the supervisor.

#### **TERMS AND CONDITIONS**

Ten (10) 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: -

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

**DEADLINE: 19<sup>TH</sup> JANUARY 2024**