



1. JOB TITLE: Finance Liaison Officer

On-site Mtwara, Mtwara Region, Tanzania, United Republic of DCP - Finance & IT Full timeTZ-FN-004

Description

Duties and Responsibilities

- To ensure effective, efficient, well controlled, and timely collections from customer and recording of customer collections.
- Perform detailed revenue analysis as required from the Financial Controller, CFO and Sales team to support the effective collection and management of profitable sales.
- Preparing the required daily, weekly, and monthly reports for sales and collections for effective management control, reporting and management. To also support the Tax Accountant in preparing to the CFO and Financial Controller of VAT and tax effects of rebates and other sales schemes.
- To ensure accurate general ledger and subledger accounts related to revenues and customers, including effective clearing and reconciliations. Daily review of advances from customers to ensure no account crosses the credit line of zero.
- Sales process- To ensure that the end-to-end sales process from order to dispatch reconciles (6-way revenue reconciliation of stock movements to weighbridge to delivery notes, cash collections, SAP records and VAT tax returns/EFD register.
- Be an effective link between the Finance and Sales team while ensuring that you provide the coordination between senior finance officers (CFO and Financial Controller) with the senior sales team including the Head of Sales.
- Review and provide comfort to the senior finance team of all sales documents to be processed not limited to sales rebates and sales returns/damages and corrections. Ensure that these are processed timely.
- To fully reconcile the bank reconciliations for collection bank accounts monthly

- Any other duties as may be assigned to the job holder by the FC and/or CFO, including being the lead in monitoring and reporting on Key Performance indicators (KPIS) of the Finance department.
- Perform any other tasks as given by the Financial controller or CFO

Requirements

- Graduate or equivalent with at least 3 years' experience in Finance and/or Audit. Experience in External Audit is an added advantage.
- Professional Accountancy qualifications (CPA, ACA, ACCA).
- Sound understanding of basic computer packages and a good understanding of ERPs, specifically SAP (ability to be developed up within one year on SAP).
- Excellent analytical skills.
- Good interpersonal skills and ability to deal with teams across departments.
- Good business acumen.
- Ability to learn fast.
- Able to work under pressure.
- The job holder must have the potential of progressing into a higher role in the department and/or organization.

Benefits

- Personal Health Insurance
- Pay Off Time
- Training and Development

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2. JOB TITLE: Junior Instrumentation Engineer

On-site Mtwara, Mtwara Region, Tanzania, United Republic of DCP - Operations Full timeTA-TZ-005

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Description

We are seeking a highly motivated and detail-oriented Junior Instrumentation Engineer to join our team at Dangote Cement. As a Junior Instrumentation Engineer, you will be responsible for supporting the design, installation, maintenance, and troubleshooting of instrument control systems in our upcoming projects.

As a Junior Instrumentation Engineer, you will have the chance to make valuable contributions to these thrilling projects while collaborating with a team of skilled professionals. This position necessitates a strong grasp of instrument control system principles, exceptional problem-solving abilities, and a dedication to the successful execution of projects.

Key Duties and Responsibilities

- Perform all work order maintenance, troubleshooting, and calibration of plant equipment as directed.
- Troubleshoot, inspect, test, maintain, repair, clean, and calibrate instrumentation and solid state and microprocessor-based control equipment including plant communications, equipment, programmable controllers, distributive control systems, generator excitation equipment, battery chargers, and semi-conductor devices.
- Repair or replace control devices such as switches, photo eyes, proximity sensors, pushbuttons, contractors, motor starters, transmitters, etc. as needed.
- Install control and measurement instruments on existing or new plant equipment.
- Use wide range of test equipment, including recorders, computers, control and tuning modules, PC based software analyzer programs, oscilloscopes, data analyzers, logistic test equipment, analogue and digital multi-meters, meggars and other test equipment, while performing tests to identify problems and to maintain and calibrate equipment to performance standards.
- Make regular inspection rounds of plant instrumentation, and control equipment
- Assist in developing detailed preventive and predictive maintenance procedures for plant instrumentations and control equipment
- Install, build, or modify plant instrument, and control equipment as directed by the Instrumentation Engineer or section Head
- Troubleshooting, repair and minor programming of various PLC control systems, frequently drives and other electrical equipment
- Participate in plant safety, health and environmental programs and observe safety in accordance with government and company standards
- Perform any other duties as may be assigned by the Section Head/ Engineers from time to time.

Requirements

- Bachelor's degree of Science in Electronics and Communication Engineering.
- Minimum of two (2) years of experience.
- Good knowledge in the use and maintenance of instrumentation equipment.
- Strong leadership and people management skills.
- Commitment to implemented safety and environment regulations
- Good data gathering and analysis skills.
- Baseline problem analysis and solving skills.
- Creativity and an ability to think out of the box.

Benefits

- Personal Health Insurance
- Pay Off Time
- Training and Development

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