1. JOB TITLE: BI & Geo Marketing Executive

Airtel Tanzania PLC wishes to recruit for a **BI & Geo Marketing Executive.** The role reports to the Head of Planning & Reporting Manager in Marketing Department. The Incumbent will be responsible for responsible to Overall BI management at OPCO level as well as management of site rollout process from site identification, business case, site rollout, post launch analysis and site productivity.

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The Role Holder duties will include but not limited to:

1. Streamlining BI - Reports

- Manage all BI key process across all functions, BI UAT on new reports, Report automation, Report availability and accuracy.
- Main contact on all BI issues between OPCO, Group & all third parties involved.

2. Timely Report generation and circulation both routine and adhoc

- Generation and timely circulation of key reports including REC Build up, Daily revenue KPI, Site performance tracker, Regional CWN, rec Waterfall and all adhoc assigned.

3. Market Evaluations for new coverage sites, coverage improvement, Capacity sites and any requested area.

- Lead the identification and evaluation of potential areas in collaboration with Technical and Business development teams.
- Prepare all business case for all planned rollout and validate with finance.
- Responsible for all site rollout input to Finance & Network

4.Tracking & Productivity of new site launches.

- Monitor site performance and understand reasons for sites underperformance and work with Sales/technical team to implement all the key initiatives planned at site level.
- Plan and coordinate site launch for ll the planned sites. (Coverage, Infill & Upgrade.
- Implement the site offer during launch for all the specific sites category.
- Implement device sales across all AMB where UCSAF site will be activated.
- Coordinate the Network audit exercise in all new and underperforming sites.
- Track the site productivity for all new sites coming on air and on monthly basis.

4. Site diagnosis of Underperforming Sites including sites generating < 7M per month and sites with Smartphone penetration < 20%.

- Monitor site performance and understand reasons for sites underperformance and together with sales/technical team implement planned activities to improve site performance.
- Track all 4G sites with smartphone penetration < 15% and work with data/sales team on initiatives to reduce the low smartphone penetration sites.

Academic and Qualifications and Experience:

- Bachelor of Science, Computer, Electronics or Telecommunications.
- MBA in marketing (added advantage
- 2+ years' experience of in-depth experience in Management information system, data mining and analysis as well as managing GIS application.
- 2+ years of telecom experience
- Data base management, script writing and data mining.
- Skills on GIS application. i.e Map info professional
- Knowledge of Microsoft Excel and Power Point is essential
- Excellent planning and Multi-tasking skills

- Strong analytical skills and problem-solving skills
- Effective communication and negotiation skills

Competencies and Behavior:

- Able to operate in a performance driven organization
- Good organizational and teamwork skills
- Self-motivated, enthusiastic, energetic
- Attention to detail
- Confident, assertive with good negotiation skills
- Excellent time Management Skills
- Customer-centric

Only shortlisted candidates will be contacted.

We are an equal opportunity employer and value diversity. We therefore do not discriminate against applicants on the basis of, among others, their race, disability, their race, disability, religion or gender. All employment opportunities are decided on the basis of qualifications, merit and business need

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2. JOB TITLE: Administrative Assistant

Airtel Tanzania PLC wishes to recruit for an Administrative Assistant. The role reports to the Network Director in Network Department. He/She will be responsible to provide full administrative support to the department. Operates under general supervision and manages several departmental projects.

Apply Before: 18/10/2024, 17:20

Responsibilities

1. Smooth running of HOD's calendar Maintain manual & electronic files for HOD
- Assist HOD in organizing meetings
- Book travel & accommodation for the HOD
- Sieve documents going into the HOD Office, ensuring that all documents are in order

2.Efficient filling system

- Files and follows up on paperwork and actions effectively & efficiently
- Records management of department
- Handle all incoming and outgoing mail and ensure their proper distribution
- Coordinate courier services and monitor the account

3.Smooth running of HOD's office

- Handle crisis calmly & effectively
- Identifies and flags issues that have been pending and are awaiting HOD's approval/follow up.
- Proposes ideas for improving work processes & Procedures

4.Great Customer Service

- Presentable and courteous with associates, visitors, clients & customers
- Assist the HOD in preparing correspondence, memorandum & reports

5.Project Management

- Initiates, handles, coordinates and follows through on initiatives and projects with others without being constantly reminded.
- Conduct business responsibly & expeditiously

6.Travel arrangements

- Bookings and travel arrangements for staff and consultants traveling outside and within Tanzania

7.Network Deployment & Operations

- Uploading the lines in oracle and follow up with approvers end to end
- After SRN Form approved, generate DC then share with contractors and WH team for materials return or asset movement from site to site
- Create the Move orders via oracle and follow up with approvals end to end

- Once MO approved, share the approved doc(AMOL) with WH and vendors for materials pick up
- Support CWIP reduction via monthly capitalization by processing MO for all targeted service Pos
- Initiate all PRs as per SCM requests, follow up with approvers end to end till PO out

8.HR Point of contract

- Provide office orientation for new employees

Qualifications

- A University degree/Advanced Diploma in Social Science, Business Administration or similar qualification.
- Excellent on MS Office Packge
- Good knowledge of Administration procedures & practices.
- Able to perform in performance driven organization
- Well Organised

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