



JOB ADVERTISEMENT

Affluence Training Company Limited (ATL) is an international training company offering various training programs to public and private sectors. The company is currently operating in Tanzania with head offices in Dar Es Salaam and will soon open up a branch in Namibia. ATL has the following open vacancies in Tanzania;-

1. TRAINING MANAGER (1 Post)

Reporting to the Chief Executive Officer; an ideal candidate must possess a Bachelor or Masters degree in either of the following; Business Administration, Marketing, Education, Law and project management. Other credentials include; computer knowledge, fluent in both English and Swahili language, be an international figure / ready to communicate with various people from different countries and having high level of persuasion skills, must have track record of not less than three (3) years working experience.

Training Manager is responsible for;-

- Developing training programs
- Marketing of training programs
- Coordination of training programs as per annual training calendar
- Preparing training reports for internal and regulators
- He/she is a quality controller of all training undertakings
- Supervise training officers under him/her
- Develop and effectively execute the training policy
- Prepare a training checklist and effectively ensure its adherence
- Perform any other duties as may be assigned by his/her supervisors

2. TRAINING OFFICER (1 Post)

Reporting to the Training Manager; an ideal candidate must possess a Bachelor degree in Business Administration related fields. The candidate must be computer literate, fluent in both English and Swahili language, be able to communicate with various people from different countries and having high level of sales skills for not less than two (2) years.

Training Officer is responsible for;-

- Act as Sales person for all training programs undertaking

- Assisting Training Manager in effective coordination of training programs
- Ensure quality standards in all training programs
- Preparing training reports as may be assigned by the Supervisor
- Perform any other duties as may be assigned by your supervisors

3. ACCOUNTANT AND ADMINISTRATION OFFICER (1 Post)

Reporting to the Chief Executive Officer; an ideal candidate must possess a Bachelor or Masters degree in Accounting or Accounting and Finance, possession of CPA or ACCA is a must, computer literate with accounting packages, working experience of not less than two (2) years, fluent in both English and Swahili language and be able to communicate internationally.

Accountant and Administration Officer is responsible for;-

- Advising the management on financial stands of the Company
- Writing, posting and custodian for accounting records
- Preparing monthly, quarterly and yearly financial reports
- Ensure all legal compliances are timely taken care of
- Ensure International Standards for Accounting, Reporting and other pertaining procedures are effectively adhered to
- Ensure there are adequate financial and asset management policies in place
- Develop various forms for easy of accounting, financing and asset management
- Initiate and act as key player in preparation of Company's plans and budgets
- As an administrator, should ensure compliance on human resources management standards, laws and regulations
- Supervise Drivers and other support staff
- Perform any other duties as may be assigned by your supervisors

4. MARKETING, RESEARCH AND INNOVATION OFFICER (1 Post)

Reporting to the Chief Executive Officer; an ideal candidate must possess a Bachelor or Masters degree in Marketing or Marketing and Public Relations, must be computer literate, working experience of not less than two (2) years in marketing or sales, fluent in both English and Swahili language and be able to communicate internationally.

Marketing, Research and Innovation Officer is responsible for;-

- Undertaking market research
- Advising the Management on innovative technology to easy service delivery

- Participate into development of training programs
- Is a key person for marketing of Company's training programs
- Advising the Management on cost effective marketing materials, strategies and channels and develop/execute the same
- Participate into identifying training sponsors
- Participate into preparation of concept notes and proposals for training sponsors
- Develop and effectively execute Company's sales and marketing policy
- Participate into preparation of marketing plan and budgets
- Perform any other duties as may be assigned by your immediate supervisors

5. DRIVER (1 Post)

Reporting to the Accountant and Administration Officer; an ideal candidate must possess at least a Certificate of Secondary Education (Form Four), having a valid driving license class "A", "B", "D" and "E", must be computer literate, working experience of not less than two (2) years, fluent in both English and Swahili language and be able to pick or drive foreigners without being dumb.

Driver is responsible for;-

- Ensuring all Company's car log books are timely update and neatly kept
- Driving in Dar Es Salaam and up country
- Ensure vehicle services and maintenance are timely done
- Adhere to all traffic laws and guidance when driving
- Ensure safety of Company's vehicles all the time and avoid un authorized routes and carriages
- Perform any other duties as may be assigned by your immediate supervisors

GENERAL INSTRUCTIONS:

If you feel suitable for the position above, please send us your application addressed to the Chief Executive Officer, Affluence Training Company Limited, P. O. Box 75779 Dar Es Salaam or through e-mail (CV only); affluencetraining@gmail.com. For any enquiries call us on 0718 508 927. Deadline for submission of applications is on **Thursday 8th February, 2018 at 16:00 hrs**