



JOB DESCRIPTIONS

No	Position	Job description	Quantily	Workplace	Job requirement			Note
					Level	Major	Typical Knowledge	
1	Tax accountant	- Everyday, update all tax date, territorial tax, telecommunications tax, corporate income tax, personal income tax..summary all tax. - Write direction, translate document and send to department, branches in order to perform tax rules exactly. - Declare and Report monthly tax, summarize output and input tax. - Make report about obligations for state taxes. - Help training staffs of departments following rules of Treasury. - In orther hand, doing some sudden management works	27	- In Dar Es Salaam: 2 staff - In other Provinces: 1 staff/1 Province	Diploma or higher	Accounting; Auditing, banking	- Knowledge of Accounting; Auditing - Understand statistics, data analysis. - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
2	Business management cost accountant	- Everyday, based on document and advance request of center business, branch, according each program, expense statement of branches, inspect and approve on Finance software system. - Send approved document to cash department or bank in order transfer money to the provinces. - Check document of cost business according each program. - Compare advance liability - Help training staffs of departments following rules of Treasury. - In orther hand, doing some sudden management works	27	- In Dar Es Salaam: 2 staff - In other Provinces: 1 staff/1 Province	Diploma or higher	Accounting; Auditing, banking	- Knowledge of Accounting; Auditing - Understand statistics, data analysis. - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
3	Activity cost accountant	- Everyday, following report and advance requirement of departments, branches. - Inspect and approve on system, them send to Chief accountant and Director. - Give approved report to bank for payment. - Inspect report of completed application of department and branches, compare advance liability of staff. - Help training staffs of departments following rules of Treasury. - In orther hand, doing some sudden management works	27	- In Dar Es Salaam: 2 staff - In other Provinces: 1 staff/1 Province	Diploma or higher	Accounting; Auditing, banking	- Knowledge of Accounting; Auditing - Understand statistics, data analysis. - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
4	Material, tool accountant	- Everyday, based on approved command import/ export of Planning Department, set up import/ export bill and send to Chief accountant and Director. - Inspect the file of tax import, VAT of import, combine management asset department to determine construction cost for each code station and project. - Analyze the situation increase or decrease the company' s assets; calculate depreciation for assets, research tax laws and tax policies. - Enter data on Finance software system. - Help training staffs of departments following rules of Treasury. - In orther hand, doing some sudden management works.	27	- In Dar Es Salaam: 2 staff - In other Provinces: 1 staff/1 Province	Diploma or higher	Accounting; Auditing, banking	- Knowledge of Accounting; Auditing - Understand statistics, data analysis. - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
5	Liability investment accountant	-Everyday, inspect, update detail contract following each type and payment schedule. - Synthesis payment and receive liability so that report to Chief Accountant and Director. - Analysis ages of debt of every contract. - Inspect payment statement of departments. - Monitor the entering progress of contract. - Make a statement to compare liability with partner. - Report remand payment to prepare source of money.	27	- In Dar Es Salaam: 2 staff - In other Provinces: 1 staff/1 Province	Diploma or higher	Accounting; Auditing, banking	- Knowledge of Accounting; Auditing - Understand statistics, data analysis. - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
6	Cashier	- Everyday, inspect payment report by cash; make receive note, pay note following approved report. - Write payment in cash book and entry on ERP system. - Make a inspecting statement weekly, monthly, yearly. - Make report about payment monthly, statement cash flow. - Save statement and do some another requested work.	27	- In Dar Es Salaam: 2 staff - In other Provinces: 1 staff/1 Province	Diploma or higher	Accounting; Auditing, banking	- Knowledge of Accounting; Auditing - Understand statistics, data analysis. - Ability to use Microsoft Office proficiency. - Cautious, hard working.	

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7	Human Resource Staff	- Ensure that all activities and programs related to human resources are implemented in accordance with in law and the organization's human resources policies, include: recruitment, training and development, compensation and benefits, performance evaluation, organizational development, human resources administration, human resources information systems, payroll, employee communications, employee relations. - Ensure that the organization's human resources planning and policies are implemented effectively, consistently, and according to established guidelines and budgets. - Contribute to strategic planning and decision-making of the company in a way that the organization's human resource strategy is aligned with other business strategies.	5	- In Dar Es Salaam: 5 staff	Certificate or higher	Human resource management; Economic Labor, Business Administration, Law.	- Knowledge of Labor law, Human resource - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
8	Payroll Staff	- Carry out monthly salary calculation including personal income tax, social health and social insurance...etc; - Process staff's salary payment; - Prepare reports to management, government authority including PIT, social insurance, labor; - In charge of staff leave management, timesheet; - In charge of finalization of staff's PIT;	5	- In Dar Es Salaam: 5 staff	Certificate or higher	Human resource management; Economic Labor, Business Administration, Law, Finance	- Knowledge of Labor law, Human resource - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
9	Human Resource and Administrative officer	- Ensure that all activities and programs related to human resources are implemented in accordance with in law and the organization's human resources policies, include: recruitment, training and development, compensation and benefits, performance evaluation, organizational development, human resources administration, human resources information systems, payroll, employee communications, employee relations. '- Responsible for the regular field office administration activities including reception, scheduling, building maintenance management and conduct procurement for work tools. - Support of departments within the health care system	50	- In Dar Es Salaam: 0 staff - In other Provinces: 2 staff/1 Province	Certificate or higher	Human resource management; Economic Labor, Business Administration, Law, Marketing...	- Knowledge of Labor law, Human resource - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
10	Plan Staff	- Make weekly/monthly/quarterly plan of whole department in Company - Follow and supervise departments to carry out one's duty - Attends meetings of directorate - Conducts assessments of departments.	10	- In Dar Es Salaam: 10 staff	Certificate or higher	Marketing; Business Administration; Economics	- Knowledge of planning - Knowledge of research and data collection - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
11	Logistics Staff	- Follow the verification with customs officer - Escort and transport the container to warehouse - Cowork with warehouse staff to unload goods - Check the quantity of goods - Handover goods to the warehouse manager - Process the stock-in documents in the system and collect all the necessary signatures - Prepare payments for the logistics provider based on the service contracts - Make report daily to the head of department	8	- In Dar Es Salaam: 8 staff	Certificate or higher	Logistics; Procurement; Export-Import; Business Administrator	- Knowledge of Export-Import/ Logistics - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
12	Purchasing Staff	- Collect the quotations of suitable goods base on the requirement of manager - Negotiate with suppliers about articles of contract such as: price, payment terms, delivery terms... - Prepare the internal process to sign the contract. - Follow the delivery of suppliers. - Prepare the payment process for the suppliers based on the contract - Make report daily to the head of department	8	- In Dar Es Salaam: 8 staff	Certificate or higher	Logistics; Procurement, Export-Import; Business Administrator	- Knowledge of Export-Import/ Purchase - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
13	Legal Officer	- Ensure all legal documents of the Company to be in safe. - Prepare and support Company's Departments to prepare the Guideline(s) and Form(s) to meet the legal requirement provided by the laws of Tanzania. - Provide legal advice to relevant departments and the CEO in relation to ordinary business operation of the Company. - Review agreements, contract between the Company and partners before the CEO to sign. - On behalf of Company to settle any dispute with partners and represented the Company before the Court. - Liaise with law firm's attorneys to get advice for difficult deal(s) when needed.	8	- In Dar Es Salaam: 8 staff	Diploma or higher	Law (Commercial of Law; Investment law; International Law...)	- Already get Lawyer Practicing License/Certificate in Tanzania is preferential. - Available to high pressure working environment.	

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14	Original construction and installation staff	- Training Guide and direct the construction team on all construction items (After the training and guidance) - General monitored the construction progress to ensure progress in the design, engineering standards - Comply strictly with the requirements of the monitoring and licensing of construction companies. - Organizing and periodic inspections to detect unexpected time or making mistakes or for dissemination. - Supervise the assurance of supplies and equipment, financing the construction team and contractors.	58	- In Dar Es Salaam: 8 staff - In other Provinces: 2 staff/1 Province	Certificate or higher	Construction; Architecture; Information Technology; computer science; information system management; Electronics and Telecommunications; Electron; Electro-mechanical, Electrical engineering, Thermoelectric battery....	- Knowledge of the principles and practices of construction. - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
15	Quality control	- Quality control import-export and storage in the warehouse according to the company. - Evaluate quality goods to ensure quality, compared with the index rules - To be responsible for monitoring and recording of each data import and export shipments - Quality control of raw materials, inputs and outputs of the Company, certify the quality of their product batch import and export. - Store products properly process and avoid loss of quality.	5	- In Dar Es Salaam: 5 staff	Certificate or higher	Electronics & Communication; Business Administration	- Knowledge of statistics, data analysis. - Ability to quickly absorb and handing over technology - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
16	Warranty - Repair	- Ensure repair product or replacement warranty in the best way. Ensure quality and conformity with the technical requirement of the product. - Analysis of the cause of failure and offer preventive solution. - Implement new material TEST, for Sample - Installation template, improved research product to suit and meet the actual demand of customer.	30	- In Dar Es Salaam: 5 staff - In other Provinces: 1 staff/1 Province	Certificate or higher	Information Technology; computer science; information system management; Electronics and Telecommunications; Electron; Electro-mechanical, Electrical engineering, Thermoelectric battery....	- Ability to statistics, data analysis. - Ability to quickly absorb quickly receiving and handing over technology - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
17	Management asset staff	- Asset management avoid loss - Capturing data asset are using. - Update asset volatility on book, software. - Report periodically asset management to superior.	30	- In Dar Es Salaam: 5 staff - In other Provinces: 1 staff/1 Province	Certificate or higher	Accounting; Auditing; Marketing; Business Administration; Economics	- Knowledge of statistics, data analysis. - Ability to quickly absorb and handing over technology - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
18	Warehouse-Keepers	- Implement export / import for goods. - Check voucher when exported / imported material and goods. - Check goods before importing / Exporting warehousing (actual versus than voucher) - Make sure all goods are delivered / received follow with process. - Executed sort commodity according to the correct regulation. - Executed checking Statement commodity according to the Period, right amount against your system. - Prepare report and inventory report periodically.	35	- In Dar Es Salaam: 10 staff - In other Provinces: 1 staff/1 Province	Certificate or higher	Accounting; Auditing; Marketing; Business Administration; Economics	- Knowledge of statistics, data analysis. - Ability to quickly absorb quickly receiving and handing over technology - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
19	Administrative officer	- Responsible for the regular field office administration activities including reception, scheduling, building maintenance management and conduct procurement for work tools. - Support of departments within the health care system	10	- In Dar Es Salaam: 10 staff	Certificate or higher	Administrative; Business Administration; Economics; Marketing;	- Ability to use Microsoft Office proficiency. - Cautious, hard working.	
20	Filing check	- Management stamp and security measures - Filing documents - Photocopying and printing various documents, sometimes on behalf of other colleagues. - Other tasks as required task.	3	- In Dar Es Salaam: 3 staff	Certificate or higher	Archives; Administrative; Business Administration; Economics; Marketing;	- Ability to use Microsoft Office proficiency. - Cautious, hard working.	
21	Internal control staff	- Chair to work out the check periodical/unannounced plan and control perform a assign, process, policies towards each department - To investigate, verify and settle complaints and denunciations of staff and customers, partners, corruption or loss.	5	- In Dar Es Salaam: 5 staff	Certificate or higher	Internal control; Business Administration; Economics; Marketing	- Knowledge and experience of Internal control - Ability to use Microsoft Office proficiency. - Cautious, hard working.	

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22	Information Technology (IT) Staff	- Set up PC server, maintenance, Project Management - Security system, monitoring activity in the company to avoid computer virus infection disrupts work. - Others System Integration basic jobs as maintenance, troubleshooting, Coordinating - Responsible for developing software applications using Java/Javascript/SQL... technologies - Responsible for developing software applications using Java/Javascript/SQL... technologies - Involved in analysis, design, coding, code review, system integration test and support - Others System Integration basic jobs as maintenance, troubleshooting, Coordinating " - Or work in the following areas: IT Admin; Software Developers Engineer; Database Administrator; System Administrator; Hardware Technician; System Adminstrator; Project Manage	75	- In Dar Es Salaam: 25 staff - In other Provinces: 2 staff/1 Province	Certificate or higher	Information Technology; computer science; information system management; Electronics and Telecommunications; Electron; Electro-mechanical....	- Knowledge of experience in IT & telecommunication fields - Excellent IT skill and knowledge of PC, Server, Router, Firewall, PBX...etc. - Motivate, good team working, management and trouble skills.	
23	Electronics and Telecommunication s staff	- Responsible for developing software applications using Java/Javascript/SQL... technologies - Involved in analysis, design, coding, code review, system integration test and support - Completed project on time based on the project planning - Others System Integration basic jobs as maintenance, troubleshooting, Coordinating - Or work in the following areas: IT Admin; Software Developers Engineer; Database Administrator; System Administrator; Hardware Technician; System Adminstrator; Project Manage	75	- In Dar Es Salaam: 25 staff - In other Provinces: 2 staff/1 Province	Certificate or higher	Information Technology; computer science; information system management; Electronics and Telecommunications; Electron; Electro-mechanical, Electrical engineering, Thermoelectric battery....	- Knowledge of experience in telecommunication fields - Excellent IT skill and knowledge of PC, Server, Router, Firewall, PBX...etc. - Motivate, good team working, management and trouble skills.	
24	Electro-mechanical Staff	- Track and manage quality electro-mechanical equipment used in the bussiness, implemente measures to control, reduce equipment failure situation. - Monitor the deterioration, malfunctioning of electrical equipment (generators, air conditioners, AC cabinets , auxiliary equipment ...) of the system - Perform repairment tasks of electrical and mechanical equipment, - Training and forming professional electro-mechanical equipment repair forces	35	- In Dar Es Salaam: 10 staff - In other Provinces: 1 staff/1 Province	Certificate or higher	Electric (Automation, Power Systems, Electrical Equipment, Automatic Control, Measurement and industrial informatics), Electronics, Mechatronics, Manufacturing, Mechanical power, Automotive Engineering, Mechanical refrigeration	- Knowledge of generator, air conditioning, power devices in telecommunications repair - Ability to use Microsoft Office proficiency. - Cautious, hard working.	
Total			617					