



Air Tanzania Company Limited (ATCL) is making reforms in its structure, internal operations and staffing to accommodate business needs. Therefore, applications are invited from qualified Tanzanians to fill the following vacant positions:

1. POSITION TITLE: POSITION: ASSISTANT ACCOUNTANT (1 POST)

MINIMUM ENTRY QUALIFICATIONS AND WORKING EXPERIENCE

- Holder of Bachelor Degree in Accountancy, Finance, Commerce/Business Administration (majoring in Accountancy or Finance) or equivalent qualifications from a recognized institution.
- Must have at least two (2) years working experience in a competitive business environment
- Must be Computer literate
- Knowledge in the accounting information system, experience in Inventory accounting and relevant airline experience will be an added advantage

DUTIES AND RESPONSIBILITIES

- Receives cash and cheques, keeps and makes payments to authorized persons against approved documents Collect and keeps petty cash for payment and for other official use
- Prepare petty cash, cash receipts and maintains petty cash book and passes journal entries
- Prepare and maintain accounting records as per Company Financial regulation
- Ensure that the Agency's cash and cheques are duly deposited and recommends the best way of handling cash to and from the bank
- Prepare payments by verifying documentation, and requesting disbursements:
- Document financial transactions by entering account information
- Post suppliers' invoices and prepare payment vouchers
- Prepare revenue accounts schedules and reconciliation
- Prepare monthly payroll slips for each employee, and keeping records and pay-roll registers
- Remit net salaries to the employee 'respective banks Accounts or preparations of authorized lists for those employees to be paid in cash
- Maintain the employees' ledger for staff advances, loans and duty travel imprests
- Monitor, process and reconcile all inter-billing sales
- Preparation of various accounting schedules as directed by supervisor and
- Perform any other official duty as may be assigned by your supervisor

2. POSITION TITLE: ACCOUNTANT GRADE 1 (2 POSTS)

MINIMUM ENTRY QUALIFICATIONS AND WORKING EXPERIENCE

- Must have Bachelor Degree in Accounting, Finance, Banking or its equivalent from recognized academic institutions
- Must have Professional Qualifications (CPA, ACCA or equivalent)
- Must have at least three (3) years working experience in a competitive business environment
- Knowledge in the accounting information system, experience in inventory accounting and relevant airline experience will be an added advantage

DUTIES AND RESPONSIBILITIES

- Record inventories (spare parts) in the accounting system
- Reclassify inventories to match with company chart of accounts
- Reconcile accounting records against store physical inventories
- Reconcile accounting records against procurement records
- Undergo monthly inventories stock taking, reconciliation, and valuation
- Advise Finance manager on the provision of obsolete stocks and pass appropriate adjustments
- Analyze business risks associated with inventory management and proposed remedial actions to financial manager
- Support internal and external auditing on inventory accounting
- Comply with financial regulations and accounting standard in reporting, classifying, and disclosure of inventory accounting
- Verify and process invoices into the system
- Perform monthly suppliers' reconciliation
- Review invoices and requisitions for satisfactory payment approval
- Calculate, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the organization
- Maintain copies of vouchers, invoices or correspondence necessary for files
- Prepare vouchers listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Maintaining historical records by handling accruals and prepayments
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit, generally responding to all vendor enquiries regarding finance - Perform any other duties may be assigned by the supervisor

3. POSITION TITLE: SENIOR ACCOUNTANT (3 POSTS)

MINIMUM ENTRY QUALIFICATIONS AND WORKING EXPERIENCE

- Must have Bachelor's degree in Accounting, Finance or relevant qualifications from a recognized institution
- Must have at least five (5) years working experience .
- Must have relevant certification ie CPA or ACCA) and registered with NBAA
- Experience in airline accounting (BSP and ICH transactions) will be preferred.
- Advanced MS Excel skills including VLOOKUP and pivot tables will be preferred

DUTIES AND RESPONSIBILITIES

- Verify, allocate, post and reconcile accounts payable, receivable, revenue, fixed assets and inventory,
- Produce weekly and monthly report of revenue, payable, receivable, fixed assets and inventory
- Summarize and analyses financial information
- Participate in financial standards setting and forecast process
- Prepare financial statements timely and submit to finance manager for review
- Design the frame-work of cost and financial accounts and prepare reports for routine financial and operational decision-making
- Prepare routine reports as well as reports for long-term decision-making and forward to Finance manager to take corrective action at the right time.
- Prepare management report timely and submit to Finance manager for review
- Ensure Compliance with tax related issues, tax audits and tax returns
- Provide support to internal and external audit assignments assign
- Prepare and update cash flows projection
- Support month-end and year-end close process
- Provide input into department's goal setting process
- Supervise, train and coach Assistant accountants reporting to you.
- Participate in department's goal setting process
- Advise Finance Manager on financial related issues, internal controls and reporting
- Review and recommend modifications to accounting systems and procedures
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Ensure compliance with GAAP principles, IASS, IFRSs and IPSAS.

4. POSITION TITLE: MARKETING OFFICER (1 POST)

MINIMUM ENTRY QUALIFICATION AND WORKING EXPERIENCE

- Must have at least a Bachelor's Degree in Marketing, Business Administration/Air Transport Management or its equivalent from a recognized institution
- Must have at least 3 years working experience in a similar function
- Possession of a Master Degree/Aviation related certification and/or background in

aviation will be an added advantage

DUTIES AND RESPONSIBILITIES:

- Identify marketing opportunities by identifying consumer requirements, defining market, and competitor's strengths and weaknesses, forecasting projected business and establishing targeted market share
- Prepare the marketing plan/activities to actively promote brand awareness
- Lead the communication plan, including traditional media activation as well digital tactical strategies
- Maximize the image and the reputation of the transportation group by establishing credibility and maintaining good working relationships with customers' management team and the aviation community
- Oversee the company's marketing budget
- Coach and develop members of marketing team as required
- Monitor and report effectiveness of marketing communications
- Develop and implement effective promotion and trade incentive programs

5. POSITION TITLE: SALES EXECUTIVE (1 POST)

MINIMUM ENTRY QUALIFICATION AND WORKING EXPERIENCE

- Must have Bachelors Degree preferably in Commerce, Business Administration or relevant discipline.
- Must have at least three years' experience in airline sales working directly for an airline, or within a Travel Agency will be an added advantage
- Must be computer literate
- A background in Air Transport Management and possession of aviation related certification will be an added advantage

DUTIES AND RESPONSIBILITIES

- Ensure that set revenue targets are achieved within prescribed time limits and contribute to total area achievement
- Enhance relationships with the entire Travel Trade in the assigned territory
- Contributes to the formulation and implementation of ATCL sales strategy to maximise short and long-term revenue opportunities, reduce cost of sales and generating channel shift where appropriate
- Resolve operational and reservations issues from travel agents and other corporate clients
- Develops tactical sales and marketing activity in support of sales opportunities in both Trade Partners and Corporate market place
- Analyze business environment to facilitate timely response to developing market trends to maximise on opportunities that arise and minimise adverse impact on company sales
- Monitor competitor activities, evaluate recommend competitive strategy and pricing levels to deliver expected yield, margin and revenue targets

- Ensure that all travel agents and corporates are prioritised, regularly visited and professionally handled by the sales team to increase revenue and gain market share.
- Provide input and participate in the identification and progress of new business opportunities for revenue growth (through Agents Incentives/ Corporate agreements partnerships/ Major Events & Conference Organisers etc).

6. POSITION TITLE: CARGO SALES OFFICER (2 POSTS)

MINIMUM ENTRY QUALIFICATION AND WORKING EXPERIENCE:

- Must have a Degree in Business Administration/Air Transport Management or its equivalent from a recognized institution
- Must have two years (2) working experience in sales in highly competitive business environment
- Background in aviation industry and/or possession of aviation related certification will be an added advantage

DUTIES AND RESPONSIBILITIES:

- Coordinate and supervise cargo sales activities from all stations
- Verify and sign cargo damage reports.
- Oversee Ramp staff are advised on the cargo to be uplifted on each flight
- Supervise the Handling agent (at some stations) performs all activities as per TC recommended procedures
- Prepare periodical reports
- Assist in preparation of budget inputs
- Handle general cargo and Post Office mail bags at point of origin
- Check incoming cargo and mail against the cargo manifest prepare arrival advices for all received cargo as per cargo manifest
- Accept cargo from shippers and prepare for carriage all shipments from agents.
- Investigate and respond to customer complaints and restore customer confidence where there has been service failure
- Handle acceptance of coffins, perishables and courier shipments
- Monitor market trends, competitors' activities and special deals and recommend strategies and marketing activities to counter the competition
- Maintain sales call records and statistics (rates, volumes, revenues, yield, seasonal variations) and produce periodic performance reports on existing accounts, including recommendations to maximise client support
- Forward invoicing particulars to Finance department.
- Manifest all shipments accepted

7. POSITION TITLE: TRAFFIC LIAISON OFFICER (1 POST)

MINIMUM ENTRY QUALIFICATIONS AND WORKING EXPERIENCE:

- Bachelor Degree or relevant Aviation related Diploma/Certificate from a recognized Training Institution
- Proven relevant working experience of not less than 3 in Airport Ground Operations . Must be computer literate
- Background in Air Transport Management and possession of IATA/UFTAA Diploma or equivalent will be an added advantage
- Experience in delivering service in demanding consumer environment
- Fluency in appropriate foreign languages is an added advantage

DUTIES AND RESPONSIBILITIES

- Supervise and ensure efficient and effective check in and boarding of passengers in compliance with carrier's policy/ procedures and customer expectations
- Supervise baggage handling and prepare weekly baggage handling report Liaise with the GHA to ensure lost baggage is communicated, traced, and delivered to affected passenger
- Audit, review and report on service delivery to monitor compliance on SLAS's availed to GHA Strict control of excess baggage collection and remittance
- Record all flight movements as per company requirement
- Any other duties as may be assigned by your supervisor
- Ensure the application of the Ground Handling Manual, ATCL rules and Regulations as well as other regulatory authorities' guidance amid operations
- Ensure Operations are performed safely and on time in line with applicable regulations and guidance
- Timely report incidents, accidents, delays, disruptions as observed during operations for further analysis and investigation
- Complete investigation as assigned and share findings within the time frame allocated
- Plan the resources to ensure that every shift and flight is sufficiently covered
- Make decision over the ground operations after consultation with other parties and approval from the manager or as per the written procedure
- Act as a link between ATCL and other service providers
- Deliver on the OTP and Safety KPIs for ATCL

MODE OF APPLICATION

Interested applicants must submit a dully signed letter for consideration of the application attached with the following:

- A detailed curriculum vitae (CV).
- Certified copies of all certificates including secondary school), birth certificate and other relevant certificates/licenses. 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;
- 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. **28th December 2021**

The application letters should be directed to the following address:

MANAGING DIRECTOR AND CHIEF EXECUTIVE OFFICER,

AIR TANZANIA COMPANY LIMITED.

P.O. BOX 543

DAR ES SALAAM