

1. JOB TITLE: **Dispatch Officer**

Logistics
DAR ES SALAAM-MAFUTA RD(TZA)
Tanzania

Job Description

- HSEQ:
 - Enforce PATROM rules and transport procedure.
 - Ensure before any issue loading document, the truck is accepted for Safe to Load.
 - Before issue, any loading document, ensure the previous load complies with the loading procedure on product loading document if the previous load was PMS and intended load is Keresene or vice versa.
 - Report near misses and deviation.
 - Take part in OBC monitoring when needed

- Delivery:
 - Obtains Customers orders from Customer Service in a systematic organized way
 - Ensures that the customer orders are fully met, customer expectations are exceeded, and 'best in class' delivered
 - Respect PATROM requirements
 - Respect the time to deliver defined in each customer contract.
 - Register trips in the different systems (SAP, TAS...)
 - Coordinate the drivers and loading area.
 - Prepare all dispatch documents, Invoices etc.
 - Prepare and update pending orders list and report it regularly To NW, GT, CS, and OPS team
 - Prepare and update pending orders list for main product
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- Delivery Execution.

- Provides customer service with up to date information regarding the execution of the delivery plans.
- Attends to customer service queries and assist to prioritize emergency deliveries if required

- Special Movement:
 - Manage product transfers to other Depots
 - Manage transit activities.
 - Manage Local hospitality and borrow/ loan.

- Proof of Delivery (POD) Management:
 - Make sure all PODs are returned, duly signed and stamped.
 - Proper control of PODs
 - Ensure documents raised are correct.

- Other:
 - Prepare a summary of delivery documents for day D for Depot Manager to compare with loading gantry volume
 - Any duty assigned by Management

Candidate profile

- Bachelor degree – business related fields.
- Job related experience required.
- The job holder must be computer literate.

APPLICATION INSTRUCTIONS

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2. JOB TITLE: **Graduate Trainee – Engineer**

Maintenance / Inspection / Technology
DAR ES SALAAM-NELSON MANDELA RD(TZA)
Tanzania

Job Description

- Projects works – create specification, finalise tender doc, arrange technical meetings with contractors, follow & implement HSEQ system, works monitoring & closing
- Implementation of MX tool (Maintenance Software) in coordination with MX Tool Project Manager. Training to the involved personnel.
- Prepare maintenance schedule of the plant
- Carrying out Preventive and Breakdown maintenance of plant and equipment as per laid down procedures / OEM recommendations.
- Maintenance of Engineering Store and plant consumables. Periodic monitoring of the stock.
- Strict adherence to work permit system and procedures.
- Hazard identification and awareness in maintenance activities
- Monitor work carried out by external contractors

Candidate profile

- Graduate Engineer - fresh or 1yr experience.
- Degree in either of engineering discipline – Mechanical/ Chemical/ instrumentation
- Basic computer skill,– autoCAD knowledge preferable

APPLICATION INSTRUCTIONS

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