



Block 94, House #: 296 Karago Street, P.O. Box 2145,
Kinondoni, Dar es Salaam – Tanzania
East & Southern Africa.

JOIN OUR TEAM

WE'RE HIRING

LOGISTICS OFFICER POSITION:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee customer based queues and plan and allocate tasks to meet configuration requirements
- Responsible for tracking, receiving, and stocking all items ordered
- Procure any necessary products and services as directed by management.
- Ensure materials are appropriately stored
- Program the final inventory of materials prior to shipment
- Monitor procurement, shipping and receiving of materials.
- Manage and maintain inventory to operating levels to avoid supply
- Carry out annual property inventory and provide other report in his area of responsibility.

EDUCATION AND WORK EXPERIENCE

- Diploma/Bachelor's Degree in Logistics , Transportation or related field.
- 2-3 years proven work experience in Logistics and Transportation.
- High-level communication and networking skills.
- Excellent interpersonal skills.
- Must be very good in English and Kiswahili Languages
- Must be ready to work on Saturdays

Deadline for application will be **30/03/2022**

Application should be attached with CV and application letter.



Application Should be sent to:
ajira@tuzogroup.co.tz



Visit our Website for more:
<https://tuzogroup.co.tz/>



TUZO

BUSINESS GROUP OF
COMPANIES LIMITED

We are
HIRING !

ACCOUNTANT OFFICER- **RE-ADVERTISE**

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare bank reconciliation statements
- Check and analyse financial information and Prepare account reports and account statements
- Prepare provisional tax returns and ensure that provisional tax planning services based on current legislation and are done timely
- Trains tests and ensure integrity of financial system, financial software system.
- Prepare VAT returns on monthly basis and submit to TRA on time
- Ensure income and expenditure are included in the ledger for accuracy
- Perform any other duties as may assigned by his/her supervisor

EDUCATION AND WORK EXPERIENCE

- Diploma/Bachelor's Degree in Accountancy or related field.
- 2-3 years proven work experience in Accounting, Financial and Tax Matters.
- High-level communication and networking skills.
- Excellent interpersonal skills.
- Must be very good in English and Kiswahili Languages
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TUZO

Best Properties

Van Uyasa M. Kariuki & Co. Real Estate & Property



We are
HIRING!

LAND SURVEYOR OFFICER- RE-ADVERTISE

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed..
- Review of survey data for accuracy, including measurements and calculations conducted at survey sites.
- Direct or conduct surveys in order to establish legal boundaries for properties.
- Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.
- Search legal records, survey records, and land titles in order to obtain information about property boundaries in areas to be surveyed.
- Coordinate findings with engineers, clients, and others concerned with the projects.

EDUCATION AND WORK EXPERIENCE

- Diploma/Bachelor's Degree in land surveying, Geo-informatics, Geomatics or related field.
- 2-3 years proven work experience in sales and marketing.
- High-level communication and networking skills.
- Excellent interpersonal skills.
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PROCUREMENT OFFICER:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Track and record order Source and interview vendors; negotiate contracts and cost.
- Prepare requisition and purchase orders
- Organize and schedule procurements in a timely manner
- Recommend new processes or system for improvement , implement new ideas and strategies
- Communicate performance and costs to Management
- Manage supply base
- Receive orders and document arrivals
- Analyze market and delivery systems

EDUCATION AND WORK EXPERIENCE

- Diploma/Bachelor's Degree in Procurement or related field.
- 2-3 years proven work experience in Procurement/Buyer experience.
- High-level communication and networking skills.
- Excellent interpersonal skills.
- Must be very good in English and Kiswahili Languages
- Must be ready to work on Saturdays
- Proficient in computer skills including Microsoft/ Excell

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POSITION: INSURANCE OFFICER RE-ADVERTISE

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attend meetings, seminars and programs to learn about new products and services
- Develop marketing strategies to compete with other individuals or companies who sell insurance.
- Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.
- Explain necessary bookkeeping requirements for customer to implement and provide group insurance program.
- Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients.
- Select company that offers type of coverage requested by client to underwrite policy.
- Sell various types of insurance policies to businesses and individuals on behalf of insurance companies, including automobile, fire, life, property, medical and dental insurance or specialized policies such as marine, farm/crop, and medical malpractice.

Education and Work Experience Requirements:

- Must have Diploma/Degree in Insurance or related fields
- Must have 2-3 years of experience in the same field
- Strong understanding of insurance procedures and products.
- Must be very good in English and Kiswahili Languages
- Must be ready to work on Saturdays

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TUZO
BUSINESS GROUP OF
COMPANIES LIMITED

HIRING !

SALES AND MARKETING OFFICER- RE-ADVERTISE

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributing to the development of marketing strategies.
- Conducting market research on rival products.
- Designing and implementing marketing plans for company products.
- Coordinating with media representatives and sponsors.
- Answering client queries about product specifications and uses.
- Maintaining client relations.
- Tracking sales data to ensure the company meets sales quotas.

EDUCATION AND WORK EXPERIENCE

- Diploma/Bachelor's Degree in marketing, business administration or related field.
- 2-3 years proven work experience in sales and marketing.
- High-level communication and networking skills.
- A passion for sales.
- Excellent interpersonal skills.
- Must be very good in English and Kiswahili Languages
- Must be ready to work on Saturdays

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