



Air Tanzania Company Limited (ATCL) is expanding its network to meet the needs of its Business Strategy which focus on sustaining the recorded achievements and remain an airline of choice that meets and exceeds customers' expectations in line of its mission of provision of reliable, safe, and high-quality services. Therefore, applications are invited from qualified Tanzanians to fill the positions mentioned below;

1. **POSITION: FLIGHT OPERATIONS OFFICER (3 POSTS)**

**MINIMUM ENTRY QUALIFICATIONS:**

- Must be a holder of any Bachelor Degree.
- Must have a Certificate of Flight operations/ Flight dispatch or Equivalent.
- Must be a Holder of TCAA Flight Operations/Flight Dispatcher's License.
- Must be proficient in English Language in accordance with the English Language proficiency requirement contained in TCAR.
- Must be computer literate.

**DUTIES AND RESPONSIBILITIES**

- Assisting the PIC in flight preparation and providing required information.
- Assisting the PIC in preparing the operational and ATS flight plans.
- Furnishing the PIC, while in flight, by appropriate means, with information which may be necessary for the safe conduct of the flight.

- In the event of an emergency, initiating the applicable procedures contained in the Emergency Response Plan.
- Filing the ATS flight plan with the appropriate ATS unit.
- When applicable, signing the operational and ATS flight plans.
- Preparation and signing the Flight Release;
- Flight following of the flights.
- Coordination of actions with Space Control/Reservations and Duty/Foreman (MCC) in respect of aircraft status, schedule changes, rerouting and positioning of aircraft for the entire network when deviations from planned operations occur.
- Briefing of Crew on NOTAMS, Weather Flight Plan and any other factors that may be of concern to the flight Crew members.
- Calculation of RTOW/RLW and Payload for short notice flights. – Operational control of flights within his jurisdiction.
- Supervision of all Flight Operations Assistants (if engaged) in the Shift and the maintenance of a high standard of conduct and efficiency in the Operations Control Centre. May act as Supervisor Operations Control in the supervisor's absence from workplace.
- Responsibility for Crew Accommodation, transports slips, Roster changes, and check-in, in the absence of crew scheduling staff.
- Perform any other official duties as may be assigned by your supervisor.

2. **POSITION: FLIGHT OPERATIONS ASSISTANT II (3 POSTS))**

**MINIMUM ENTRY QUALIFICATION**

- Holder of Advanced level certificate of Secondary Education preferably in science subjects or equivalent.
- Must have a Certificate of Flight operations/ Flight dispatch or Equivalent
- Must be a holder of TCAA Flight Operations/Flight Dispatcher's License
- Must be proficient in English Language in accordance with the English Language proficiency requirement contained in TCAR.
- Must be computer literate.

**DUTIES AND RESPONSIBILITIES**

- Monitoring crew reporting on/off duty and crew duty time limitations.

- Checking contents of operational documents and ensure that all flights have the right documents.
  - Assisting in preparation of the ATS flight plan.
  - Assisting in compiling NOTAM and Meteorological report folders for flight.
  - Obtaining aircraft defect report from line maintenance.
  - Assisting in preparation of operational forms and voyage report forms.
  - Supporting, briefing and/or assisting the FOO.
  - In the absence of FOO briefing and/or assisting the PIC.
  - Makes recommendation in areas of expertise.
  - Perform any other official duties as may be assigned by your supervisor.
3. [\*\*POSITION: PILOT II \(FIRST OFFICER\) \(B767\) - \(7 POSTS\)\*\*](#)

### **MINIMUM ENTRY QUALIFICATIONS**

- Must have flown with more than 500 flying hours or above with Commercial Pilot License, Multi Engine with Instrument Rating.
- Must have an experience of handling a minimum of 10 tons equipment with a good performance.

### **DUTIES AND RESPONSIBILITIES**

- To participate in the Pilot-in-Command's crew briefing, and make himself aware of all relevant aeronautical and meteorological information as well as relevant papers documenting the aircraft technical status and its anticipated load.
- To prepare the OFP and when necessary, file the ATS Flight Plan with the appropriate Authority. If stored plans are used then he should ensure that the correct plan has been activated.
- To carry out such duties concerning the flight in accordance with the SOP, including procedures, limitations and performance related to the specific aircraft type, as allocated to him by the Pilot-in-Command;
- To confirm the safe navigation of the aircraft, maintaining a continuous and independent check upon both the geographical position of the aircraft and its safe terrain clearance.
- To safely and properly conduct the flight in compliance with the current flight plan and the Pilot-in-Command's instructions when the Pilot-in-Command is not at the controls.

- To provide advice, information and assistance to the Pilot-in-Command, as may contribute favorable towards the safe and efficient conduct of the flight.
  - To assist the Pilot-in-Command in administration duties related to the flight and
  - To seek and receive information and/or explanation from the Pilot-in-Command, as may be necessary to enable fulfilment of functions.
  - To assist the Flight Safety Department for all Technical related matters.
  - Perform any other official duties as may be assigned by your supervisor.
4. [\*\*POSITION: SENIOR PILOT I \(Captain - B767\) - \(7 POSTS\)\*\*](#)

### **MINIMUM ENTRY QUALIFICATIONS**

- Must have flown with more than 6000 flying hours with an Airline Transport Pilot License, Multi Engine and Instrument Rating.
- Must have 1000 hours as a Pilot in Command and an experience of handling a minimum of 65 tons equipment or above with a good performance.

### **DUTIES AND RESPONSIBILITIES**

- Responsible for safety of the aircraft, its occupants and cargo pre, during and post flight.
- Maintain a high standard of discipline, appearance, uniformity and promptness of Co-pilots and Cabin Crew.
- Determine the achievement of commercial aspects of flights safety to obtain additional revenue load for the Company.
- To ensure that Flight Plans, Notam, Fleet Notices, Weather and any pertinent documentation and service items that flight may require are briefed.
- Verify that the loading of aircraft being performed in accordance with laid down procedures.
- Report all incidents and accidents.
- Verify that all documents/certificates required being on board the aircraft are available and valid.
- Report any Flight delays of flights.
- Accept and sign for diplomatic mail, precious cargo and supervise stowage aboard the aircraft and handover to destinations.

- Perform any other official duties as may be assigned by your supervisor.
5. [\*\*POSITION: AIRCRAFT MAINTENANCE ENGINEER II \(4 POSTS\)\*\*](#)

### **MINIMUM ENTRY QUALIFICATIONS**

Holder of a Diploma in Aircraft Maintenance Engineering with Aircraft Maintenance Engineers License (AMEL) without type rating. Possession of a Degree in Aeronautics or any relevant Engineering field from a recognized institution is an added advantage.

### **DUTIES AND RESPONSIBILITIES**

- Assist in removal and installation of aircraft components, repair, assembling and testing of aircraft systems.
- Assist in repair, test, overhaul and calibration of equipment and tools as per approved procedure.
- Supervise Aircraft Technicians in a particular field.
- Perform any other duties as may be assigned by the supervisor.

6. [\*\*POSITION: PLANNING AND DEVELOPMENT ENGINEER II \(10 POSTS\)\*\*](#)

### **MINIMUM ENTRY QUALIFICATION AND WORKING EXPERIENCE**

- Must be a holder of Bachelor Degree in Aeronautical Engineering or any relevant Engineering field from a recognized institution and,
- Must have a knowledge on Aircraft System or Workshop.

### **DUTIES AND RESPONSIBILITIES**

- Assist in planning aircraft check dates according to check intervals and aircraft utilization.
- Assist in preparing check packages for aircraft maintenance.
- Assist in compiling and updating aircraft maintenance documents and component life.
- Assist in preparation and issuing of daily May Fly, showing aircraft movement and their details.
- Assist in developing and designing modifications of structures, power plants, landing gear components and systems.

- Assist in conducting periodic salvage investigation.
- Performing any other official duties as may be assigned by the supervisor.

7. **POSITION: AIRCRAFT TECHNICIAN II - MECHANICAL (10 POSTS)**

**MINIMUM ENTRY QUALIFICATIONS**

Holder of Form IV/VI Certificates plus Diploma in Aircraft Maintenance Engineering with Airframe and Power Plant Trades or Diploma in Mechanical Engineering or equivalent qualifications from recognized institutions.

**DUTIES AND RESPONSIBILITIES**

- Carry out minor repair jobs under supervision.
- Work as helping hand in workshops, hangar and line maintenance sections under supervision.
- Assist in removal and installation of aircraft components, repair, assembling and testing of aircraft systems.
- Assist in repair, test, overhaul and calibration of equipment and tools as per approved procedure.
- Perform any other duties as may be assigned by the supervisor.

8. **POSITION: AIRCRAFT TECHNICIAN II – AVIONICS (8 POSTS)**

**MINIMUM ENTRY QUALIFICATIONS**

Holder of Form IV/VI Certificates plus Diploma in Aircraft Maintenance Engineering with Avionics Trades or Diploma in Electrical, Telecommunication and Electronics Engineering or equivalent qualifications from recognized institutions.

**DUTIES AND RESPONSIBILITIES**

- Carry out minor repair jobs under supervision.
- Work as helping hand in workshops, hangar and line maintenance sections under supervision.
- Assist in removal and installation of aircraft components, repair, assembling and testing of aircraft systems.
- Assist in repair, test, overhaul and calibration of equipment and tools as per approved procedure.

- Perform any other duties as may be assigned by the supervisor.

9. [\*\*POSITION: AIRCRAFT TECHNICIAN II – STRUCTURES \(5 POSTS\)\*\*](#)

### **MINIMUM ENTRY QUALIFICATIONS**

Holder of Form IV/VI Certificates plus Diploma with Vocational Certificate Level III Fitter Mechanics majoring in automobile body repairs or its equivalent qualification from recognized institutions. The candidate shall be required to attend a special course on aircraft structural repairs after being employed.

### **DUTIES AND RESPONSIBILITIES**

- Carry out minor and major repair jobs under supervision.
- Work in workshops, hangar and line maintenance sections under supervision.
- Assist in removal and installation of aircraft components, repair, assembling and testing of aircraft systems.
- Perform any other duties as may be assigned by the supervisor.

10. [\*\*POSITION: AIRCRAFT TECHNICIAN II – UPHOLSTERS \(3 POSTS\)\*\*](#)

### **MINIMUM ENTRY QUALIFICATIONS**

Holder of Form IV/VI Certificates plus Diploma with Vocational Certificate Level III Fitter Mechanics majoring in Upholstery manufacturing or its equivalent qualification from recognized institutions. The candidate shall be required to attend a special course on sewing upholstery for aircraft cabins.

### **DUTIES AND RESPONSIBILITIES**

- Sew upholstery (fabric and leather) onto new aircraft seat covers, carpets, car-tens, etc., according to manufacturer's specifications.
- Carry out upholstery repairs.
- Carry out removal and installation of aircraft seats, seat covers, carpets and other cabin upholstery.
- Perform any other duties as may be assigned by the supervisor.

11. [\*\*POSITION: HUMAN RESOURCES OFFICER II \(1 POST\)\*\*](#)

## **MINIMUM ENTRY QUALIFICATIONS**

Must be a holder of Bachelor Degree in one of the following fields; Public Administration, Human Resources Management, Human Resources Planning and Management, Manpower Planning, Industrial Relations, Business Administration/Commerce majoring in Human Resources Management or equivalent qualification from recognized institutions or equivalent qualification from recognized institutions.

## **DUTIES AND RESPONSIBILITIES**

- Assist in attending staff matters regarding recruitment and selection, confirmation promotions and internal transfers;
- Assist on preparation of orientation and induction programs;
- Assist on compilation and updating personal particulars for employees;
- Assist in the preparation of performance reports;
- Assist in preparing training needs assessment;
- Assist in interpretation of the scheme of service, staff regulation and various Acts related to employees;
- Assist in monitoring of daily staff attendance and recommend solutions to resolve chronic attendance difficulties;
- Participating in various matters pertaining to disciplinary and employees' development;
- Prepare staff Leave Roster;
- Perform any other duty may be assigned by the supervisor.

### 12. **POSITION: SALES AND MARKETING OFFICER II – (CARGO) (4 POSTS)**

## **MINIMUM ENTRY QUALIFICATIONS**

- Holder of Bachelor Degree in one of the following fields; Marketing, Air Transport Management, Business Administration majoring in Marketing or equivalent qualifications from a recognized institution.
- Possession of Air Ticketing, Air Cargo, Dangerous Goods, Ground Handling certificate will be an added advantage.
- Must be computer literate.

## **DUTIES AND RESPONSIBILITIES**



- Handle acceptance of coffins, perishables and courier shipments.
- Forward invoicing particulars to Finance department.
- Manifest all shipments accepted.
- Control and supervision of flight operations.
- To ensure unit load device (ULDs) is handle and stored during ground handling and transportation on appropriate methods so that no damage occurs.
- Any ULDs incident or other occurrence affecting flight safety is reported.
- Reviewing import and export documents.
- Tracing lost packages and communicating details with clients.
- Tracking shipping details, including cargo contents, weight and transportation time.
- Itemizes charges, prepares freight bills, accepts payments and issues refunds.
- Prepare sales performance report.
- Perform any other official duties as may be assigned by your supervisor.

13. **POSITION: SALES AND MARKETING ASSISTANT II –(CARGO) (5 POSTS)**

#### **MINIMUM ENTRY QUALIFICATIONS**

- Holder of Certificate in one of the following fields; Air Cargo, Ground Handling or equivalent qualifications from a recognized institution.
- The possession certificate of IATA or UFTAA will be added advantage.
- The possession Diploma in IATA or UFTAA, Marketing, Air Transport Management, Business Administration majoring in Marketing, Air Ticketing, Air Cargo, Dangerous Goods, Ground Handling will be added advantage.
- Must be computer literate.

#### **DUTIES AND RESPONSIBILITIES**

- Handle general cargo and Post Office mail bags at point of origin.
- Handling of incoming and outgoing cargo and verifies that the import and export documents meet standards.
- Assembles cargo according to destination.
- 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.
- To ensure each unit load device is inspected prior to and after build up, and a ULDs in a non-airworthy or non-aircraft-safe condition is not loaded aboard an aircraft.
- Managing and assisting with cargo loading processes.
- Communicating the shipping status to customers.
- Notifies shippers of delays in departure of shipment.
- Weighs items and determines cost, using approved cargo market rate.
- Perform any other official duties as may be assigned by your supervisor.

14. **POSITION: AVIATION SECURITY ASSISTANT II (2 POSTS)**

**MINIMUM ENTRY QUALIFICATIONS**

- Holder of an Advanced Secondary School Certificate or a Diploma preferably in Law plus training/certification on the following areas; Basic Military Training, Police, Militia or its equivalent qualifications from recognized Institutions or Aviation Security Screener.
- Training in Cargo and Mail Security, Airport Security Supervisor or Security Quality Control will be an added advantage.

**DUTIES AND RESPONSIBILITIES**

- Patrol Premises, surroundings and buildings.
- Guard staff conveying valuable to and from bank.
- Keep up-to-date records of visitors.
- Perform any other official duty as may be assigned by your supervisor.

**TERMS AND CONDITIONS**

Five (5) years contract with attractive remuneration and fringe benefits as per ATCL Salary Structure and Incentive Scheme.

**MODE OF APPLICATION FOR ALL APPLICANTS:**

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

- I. A curriculum vitae (CV),
- II. Certified copies of all certificates (including secondary school, birth certificates), other relevant certificates, **Applicants who have studied outside Tanzania should have their certificates approved by relevant authorities Tanzania Commission for University (TCU) or National Examination Council- NECTA)**
- III. Two recent passport size photographs.
- IV. A full size picture dressed in business attire.
- V. Name and address of at least two reputable referees;
- VI. 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. (29th September 2022)

**MANAGING DIRECTOR & CHIEF EXECUTIVE OFFICER**

**AIR TANZANIA COMPANY LIMITED,**

**P.O. BOX 543,**

**DAR ES SALAAM.**