



1. JOB TITLE: ASSISTANT MANAGEMENT ACCOUNTANT (DAR ES SALAAM)

Reference Number

ALAF21032023/02

Description

Management Reporting:

- Provide inputs for preparing various management reports with accuracy and timeliness – weekly performance reports, monthly flash reports, monthly management reports, quarterly review reports, and quarterly Board reports, among others
- Liaise with managerial staff and other colleagues in order for smooth and timely availability of inputs required for management reports
- Prepare division-wise variable cost analysis, and contribution analysis on a weekly basis and alert management on any deviations.
- Prepare and analyze product costing – should be able to accurately report these at all times so as to aid management decision making
- Analyze fixed costs against budget and report on variances
- Review division-wise cost allocations and escalate any deviations
- Assist in the annual budgeting exercise
- Assist in Internal audit, Statutory annual audit, TRA audit, and any other audit
- Prepare relevant input schedules to support management reports, accurately and timely
- Prepare and analyze input-output stock reconciliation; liaise with other production heads for reasons of yield and other variances.
- Analyze inventory and debtors aging reports and report on risk areas
- Prepare and report Capex spending, keep track of project costs against budgets, escalate likely deviation to management in time
- Supervise direct reports and ensure timely and accurate inputs are available from them.

Requirements

Business Skills :

- Bachelor's degree in accounting, taxation, finance, business, or a related field
- Certified Public Accountant (CPA) or Final level CPA, additional certifications like CIMA will be an added advantage
- Proven experience of 4-6 years as a Public Accountant, out of which at least 2 years should be in management accounting and reporting
- Proven ability to manage teams, build relationships, work collaboratively with cross-functional teams, influence others, and lead initiatives
- The ability to work with SAP ERP
- Good understanding of Accounting standards (IFRS) and tax legislation
- Advance level proficiency in Microsoft Office (Excel, Word, PowerPoint) is a MUST
- Strong analytical and communication skills
- Sound problem-solving skills

Interpersonal Skills :

- Ability to work in a team
- Good leadership, communication, and interpersonal skills
- Ability to properly interpret, apply and make decisions in accordance with the relevant policies
- High integrity and judgment
- An ability to generate trust and build alliances with co-workers
- Ability to work well with the existing management team
- Adept in developing and maintaining a relationship with all stakeholders
- Go-getter approach

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2. JOB TITLE: SERVICE CENTER MANAGER (MWANZA)

Reference Number

ALAF/09032023/01

Description

- To manage the overall operations of the service center in terms of production, dispatch, and customer service, ensuring the Service center is kept in proper condition and compliant with all company policies
- To direct and manage the retail & project sales team and achieve volumes & contributions as per budget
- To promote value add sales and achieve budget for the same
- Liaise with the Dispatch officer to ensure compliance with the stocking matrix of Coils, sheets, and accessories
- Manage customer complaints/feedback and goods return as per policy
- Manage all sale orders for the service center
- To be the custodian of all company assets and inventory at the Service Centre
- Arrange and coordinate monthly/annual stock counts and ensure zero variance
- To coordinate and manage MARCOM programs as required for the Service Centre with the support of the Marketing team
- Manpower supervision of outsourced staff
- Ensure compliance with PRODUCT CARE and Service Centre SOP
- Kitchen/canteen management if any
- Prepare and submit reports as required by the Head of SC

Requirements

- Undergraduate degree in business management or equivalent. A Master's Degree will be an advantage
- Excellent sales & customer service • Good communication and listening skills
- Good computer literacy – SAP S4 HANA will be an added advantage
- Able to solve problems and make quick decisions
- Flexibility to work long working hours as and when required

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3. JOB TITLE: MECHANICAL ENGINEER (DAR ES SALAAM)

Reference Number

ALAF17032023/02

Description

- Work under the guidance of the Project Manager (Mechanical) in installing and commissioning a Colour Coating Line for AZ Coated Steel Coils, auxiliary equipment, and supporting infrastructure.
- Provide technical support to the mechanical team and supervise technicians.
- Ensure that all work is carried out in accordance with relevant health and safety regulations and company policies.
- Read and interpret engineering drawings and specifications.
- Participate in the development and maintenance of project schedules and budgets.
- Identify potential issues and provide solutions to the Project Manager (Mechanical) to ensure the project is delivered on time and within budget.
- Support the commissioning and start-up of the mechanical equipment/s and ensure they operate at the required performance levels.
- Troubleshoot and resolve any issues arising during the mechanical systems' installation and commissioning.
- Work collaboratively with other departments, including electrical, civil, and automation teams, to ensure the project is integrated and delivered as a complete system.
- Maintain all project documentation, including drawings, specifications, and reports.

Requirements

- Bachelor's degree in mechanical engineering or related field.
- At least three years of experience in installing and commissioning mechanical systems in the steel industry or related fields.
- Strong technical understanding of mechanical systems, including installing and commissioning Colour Coating Lines and auxiliary equipment.
- Familiarity with health and safety regulations and company policies.
- Ability to read and interpret engineering drawings and specifications.
- Strong problem-solving skills and the ability to work well under pressure.
- Strong communication skills and the ability to work well in a team.
- Willingness to travel and work on-site as required.

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4. JOB TITLE: PROJECT MANAGER - CIVIL (DAR ES SALAAM)

Reference Number

ALAF17032023/04

Description

- Oversee all civil works related to installing and commissioning a Colour Coating Line for AZ Coated Steel Coils, including road construction, infrastructure, new factory buildings, Pre-Engineered Steel Structure Erection, auxiliary buildings, and coordination of civil contractors.
- Ensure that all civil works are carried out as per designs provided & if any discrepancies bring them to the notice of the Project Head
- Ensure that all civil works are carried out to a high standard of quality and safety and in accordance with relevant health and safety regulations and company policies.
- Develop and maintain project schedules and budgets for all civil works and ensure that projects are completed on time and within budget.
- Manage and coordinate the activities of all civil contractors and subcontractors, and ensure they meet project objectives and requirements.
- Identify potential issues and provide solutions to ensure the project is delivered on time and within budget.
- Work collaboratively with other departments, including mechanical, electrical, and automation teams, to ensure the project is integrated and delivered as a complete system.
- Ensure that all project documentation, including drawings, specifications, and reports, is accurate and up to date.
- Ensure compliance with relevant building codes and regulations.
- Oversee the procurement of all materials and equipment required for civil works and manage the inventory of these items on-site.
- Perform regular inspections and audits of civil works to ensure compliance with quality standards.
- Prepare weekly & monthly progress reports for civil works.

Requirements

- Bachelor's degree in civil engineering or a related field.
- At least seven years of experience managing civil projects, including road construction, infrastructure, and building construction.
- Strong knowledge of health and safety regulations and company policies related to civil works.
- Strong communication skills and the ability to work well in a team.
- Excellent problem-solving skills and the ability to manage multiple projects simultaneously.
- Strong project management skills, including developing and maintaining project schedules and budgets.
- Ability to read and interpret engineering drawings and specifications.
- Willingness to work on-site as required.

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5. JOB TITLE: EHS EXECUTIVE (DAR ES SALAAM)

Reference Number

ALAF17032023/1

Description

- Work with the other Project Managers to manage all work with required safety standards & enforce the safety regulations related to the installation and commissioning of a Colour Coating Line for AZ Coated Steel Coils, including road construction, infrastructure, new factory buildings, Pre-Engineered Steel Structure Erection, and auxiliary buildings.
- Develop and implement safety policies, procedures, and practices in accordance with company standards, industry best practices, and local laws and regulations.
- Conduct safety training for all workers, including new hires, and ensure that they understand and comply with safety policies, procedures, and practices.
- Undertake Job Safety Analysis & issue work permits on a daily basis for all the work to be carried out.
- Oversee the day-to-day activities of all workmen, and ensure that they are meeting project safety standards, rules, and regulations.
- Investigate accidents, injuries, and near-misses, and prepare reports on their causes and recommendations for preventing similar incidents in the future.
- Develop and maintain emergency response plans, including evacuation procedures and first aid protocols.
- Maintain accurate and up-to-date records of safety inspections, incidents, and training.
- Conduct regular site visits to identify potential issues and monitor the use and maintenance of safety equipment, including personal protective equipment, and ensure that it is used properly and in good condition and report to Project Head.
- Provide technical expertise and support to other team members, including mechanical, electrical, and automation teams, to ensure the project is integrated and delivered as a complete system.
- Assist in the identifying & procurement of all safety-related materials and equipment required for project work and manage the inventory of these items on-site.
- Work collaboratively with other team members to identify and implement cost-saving and efficiency-enhancing measures.

Requirements

- Bachelor's degree/diploma in Occupational Health and Safety, Environmental Science, or related field.
- At least 3-5 years of experience in Heavy Industrial environments.

- Strong knowledge of relevant safety regulations, industry best practices, and hazard identification and risk assessment techniques related to the project.
- Excellent communication skills and the ability to work well in a team.
- Strong problem-solving skills and the ability to manage multiple tasks and priorities simultaneously.
- Proficiency in Microsoft Office and safety management software.
- Ability to read and interpret safety regulations and technical documents.
- Willingness to work on-site as required.

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6. JOB TITLE: DEMAND PLANNER (DAR ES SALAAM)

Reference Number

ALAF16032023/01

Description

Forecasting

- Is responsible for creating a statistical forecast in the tool selected for this purpose by the company. This must be done in such a manner that forecast accuracy is continuously improved.
- Liaises with sales and marketing functions to collect their business intelligence inputs for the sales forecast on time for the monthly Demand Review Meeting
- Supports the Planning Manager during the Demand Review Meeting, where the unconstrained demand plan is finalized.
- Provides reports on month-to-month forecast accuracy and stability.

Planning

- Effective coordination with Supply planners to ensure the availability of finished goods.
- Support the ALAF Head of Business Development in Sales and Operations. Planning meetings, and finding optimal solutions to potentially conflicting priorities of Sales and Production departments.
- Keep all stakeholders informed on progress against agreed plans.

- Liaise with department managers throughout ALAF to ascertain actual inventories and constraints as well as future goods flows of each department, to ensure that planning outputs are accurate, realistic, and relevant at all times.
- Align and develop S&OP Plan with BPP objectives and Sales forecast volumes.
- Expand the S&OP process to include tactical planning for at least the quarter period.
- Support the planning of the introduction of New Products from successful launch until product retirement.
- Manage and plan minimum stock balances to ensure supplier lead times and stock holding policies are maintained to avoid any stock outs.
- Ensure the SAP system is working in line with the Sales volumes and re-order points to avoid any stock-out situation.
- Adherence to the production plan is tracked and monitored improvements.
- Clearly communicate constraints that will affect customer delivery dates.
- Establish a well-maintained Master Data system and develop & implement technological solutions to translate demand inputs to supply.
- Adhere to Company standards and policies in addition to all regulatory requirements.
- Support and implement Company initiatives to achieve performance, quality, and safety metrics.
- Contribute to periodic departmental and company planning and budgeting cycles including the annual Business Plan Process (BPP)
- Select, evaluate, and develop department employees, following general HR policies.
- Evaluate the training needs of all staff reporting to the position and ensure appropriate plans are in place.
- Proactively monitor departmental operational and financial performance and develop personal and departmental action plans to achieve targets set for the department.
- Actively support the BU management team in implementing BU- and company-wide policies/procedures and action plans
- Collaborate with Planning managers of other Safal group companies on sharing best practices and improving performance.
- Ensure the safeguarding and security of Company assets.

Job Dimensions:

a. Budgetary responsibility:

- Making sure that Office assets & equipment are efficiently used.

b. Decision Making/Job influence:

- Participate in Job interviews for departmental recruits.

c. Working conditions:

- Working environment requires that the Demand Planner and all his/her Team wear PPEs all the time for safety reasons.
- Office bound / on-site / travel/ May be required to travel.
- The company may choose to relocate to branches or other sister offices as and when needed.
- Willing to work extended hours to accomplish job roles.

Requirements

- **General work experience (years):** 10+ years based in Supply Chain
- **Specific to the position (level/discipline/years):** 5 years in a similar role • **Industry:** Manufacturing, Consumer goods
- End user of ERP System is Must – SAP ERP System preferably.
- Preferred if having exposure to Planning tools like SAP 4HANA, Kinaxis – Rapid Response, O9 Solutions, etc.
- Well conversant with MS - Excel, Word, PowerPoint, Microsoft Outlook

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7. JOB TITLE: PROCUREMENT OFFICER (DAR ES SALAAM)

Reference Number

ALAF17032023/003

Description

Procurement Management

- a) Timely delivery of procured goods and services.
- b) Conduct negotiation to obtain value for money.
- c) Follow up on delivery of ordered goods and services on time.
- d) Monitoring of the re-order level of materials required for the project and ensuring timely availability as per agreed schedules.
- e) Maintain records of goods ordered and received, ensuring all procurement documentation is appropriately filed.

f) Prepare payment and cash flow forecasts for imports and local purchases based on payment terms.

g) Advises the user department on the appropriate procurement process to be followed.

Supplier Relationship Management

a) Work across service providers to achieve value through maximized savings benefits, reduced duplications, and negotiate fixed contractual agreements.

b) Administer contract performance, including delivery, renewal, warranty, damages, and insurance.

c) Conduct regular suppliers' evaluations to ensure supplier compliance on quality delivery, payment terms, agreed contract terms, etc.

d) Ensure suppliers working with ALAF have submitted all documents required for vendor registration and documents are verified to be compliant as per the nature of business.

e) Ensure due diligence is done for all suppliers registered for conducting business with ALAF.

Record keeping

a) Attach proforma invoices and bid analysis while creating purchase orders in SAP.

b) Ensure all documents submitted by vendors for payment process are well maintained and accurate and GRN are done timely.

c) Introduce a proper filing system where accessing and retrieving records should be done quickly.

Objective / Output

Value for Money, Timely delivery of goods and services, Compliance with policies and procedures, Compliance with agreed contract terms, Records of negotiations/discounts, Suppliers database, GRN Processing, Control of Records, Filing system, Usage of ERP / Follow-up, Approved spending, Efficient in processing orders, Reduce advance payments.

Requirements

- Bachelor's Degree in Procurement and Logistics Management / Stores Management / Supply chain / related field
- Experience – 3 years and above in a similar role
- PSPTB Registration is a mandatory
- Manufacturing industry/Construction industry

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