

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/180

31st March, 2020

VACANCIES ANNOUNCEMENT- RE-ADVERTISED

On behalf of Tanzania Shipping Agencies Corporation (TASAC) and Marine Services Company Limited (MSCL), Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **3** vacant posts.

1.0 TANZANIA SHIPPING AGENCIES CORPORATION (TASAC)

Tanzania Shipping Agencies Corporation (TASAC) is a Public Institution established under the Tanzania Shipping Agencies Act No. 14 of 2017. The Corporation is a body corporate established to Promote and Manage Shipping Agencies and Regulate Maritime Transport in Mainland Tanzania, assuming the rights and responsibilities of Maritime Transport Services which were previously performed by SUMATRA.

TASAC is an equal opportunity employer and it intends to recruit qualified, competent, dynamic and self-motivated Tanzanians to fill the vacant positions. The positions are for Directorate of Shipping Business and ICT and Statistics Unit,

1.1. PRINCIPAL SHIP TALLYING OFFICER II - 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Mobilize resources for effective performance of tallying duties;
- ii. Keep proper record of incidents and accidents occurring in the course of conducting ship tallying services and timely submit to the relevant parties;
- iii. Ensure timely updates on Custom's approved shipping orders are obtained from Customs Wharf Section;

- iv. Ensure regular and timely updates on tallying locations and time for shipments are obtained from Customs Wharf Section, shipping agents and cargo consolidators;
- v. Ensure safe and secure custody of tally sheets and contained information or details;
- vi. obtain stowage/bay plans, discharge plans, loading plans from shipping agents, ship a master port operators;
- vii. Prepare tally clerk assignment plan and rosters and mobilize tally clerks in line with ship working requirements and stuffing/de-stuffing tally requirements;
- viii. Supervise tally clerk's performance at actual location and time of work;
- ix. Liaise with port operators, dry port operators and ship a master to ensure content information in the tally sheets or reports are authenticated and dully signed by all relevant parties;
- x. Prepare "statements of facts" of ships working in port and ensure the "statements of facts" are authenticated and dully signed by relevant parties;
- xi. Identify and separately report and tallied cargo in bad or damaged conditions or bearing "nil marks";
- xii. Establish and report discrepancies between tallied cargo and shipping orders or manifested cargo details;
- xiii. Ensure safe and secure custody of documents, reports, statements and information related to ship tallies and stuffing or de-stuffing tallies;
- xiv. Undertake all plans and implement requisite measures for safety of tally clerks at their work places;
- xv. Prepare periodical and other reports; and
- xvi. Perform other duties as assigned by Supervisor from time to time.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Master Degree either in Ship Tallying, Ports Operations, Statistics, Marine Operations, Marine Transport, Transport and Logistics Management, Shipping Management or equivalent qualification from a recognized institution with at least thirteen (13) years working experience and willing to work at daytime and night time. Knowledge in shipping services will be an added advantage.

1.1.3 TERMS OF EMPLOYMENT

Successful candidates will be employed on **Permanent and Pensionable Terms** after completion **twelve (12) months of probation**.

1.1.4 REMUNERATION

- Attractive remuneration package will be offered to successful candidates as per TASAC Schemes of Services.

1.2. SENIOR TALLYING CLERK II: 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Verify sorted shipping orders by ship calls;
- ii. Verify list of ship and stuffing tally locations and time;
- iii. Ensure proper record of cargo loaded or unloaded from ships stuffed or de-stuffed at the actual time and place of cargo loading, unloading, stuffing or de-stuffing;
- iv. Tally each cargo unit including containers and confirm type and condition of each cargo unit loaded or discharged on board ship;
- v. Keep safe and secure all tally sheets and contained information or details attended by him/her and submit the same to supervisor; and
- vi. Perform any other official duties as may be assigned by Supervisor from time to time.

1.2.3 QUALIFICATIONS AND EXPERIENCE

- ✓ Diploma either in Ship Tallying, Ports Operations, Statistics, Marine Operations, Marine Transport, Transport and Logistics Management, Shipping Management or equivalent qualification from a recognized institution with at least Seven (7) years of working experience in related field.

1.2.4 TERMS OF EMPLOYMENT

- ✓ Successful candidates will be employed on **Permanent and Pensionable Terms** after completion **twelve (12) months of probation**.

1.2.5 REMUNERATION

- ✓ Attractive remuneration package will be offered to successful candidates as per TASAC Schemes of Services.

2.0 MARINE SERVICES COMPANY LIMITED (MSCL)

Marine Services Company Limited (MSCL) was incorporated under the Companies Ordinance (Cap 212) on 08th December, 1997. The main function of the Company is to transport people and cargo along the shore of Lake Victoria, Lake Tanganyika and Lake Nyasa. Company's vision statement is "To be the most competitive, reliable, safe and customer oriented Maritime Transport Company Worldwide."

2.0.1 PRINCIPAL MARINE ENGINEER II (MARINE ENGINEER WITH CHIEF ENDORSEMENT) - 1 POST

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To co-ordinate all the activities of planning and controlling of marine engineering activities;
- ii. To co-ordinate planning of maintenance schedules of marine crafts including dry docking outside the country;

- iii. To coordinate the activities of all engine room employees;
- iv. To coordinate inspections of mechanical and electrical systems;
- v. To manage power, fuelling and distribution systems;
- vi. To monitor, record and supervise fuel consumption;
- vii. To evaluating performance of engine room personnel on watch;
- viii. To inspect Marine Vessels for corrective Maintenances;
- ix. To conduct maintenance, service and repairs of marine vessels;
- x. To manage the operation of propulsion plant machinery;
- xi. To plan and schedule ferry operations;
- xii. To detect and identify the cause of machinery malfunctions and correct faults;
- xiii. To maintain safety and security of marine vessels, crew and passengers and the operational condition of life-saving, fire-fighting and other safety system;
- xiv. To ensure that the engine and the engine components are in good condition and ready to run; and
- xv. Performing any other duties as may be assigned by Supervisor.

2.0.3 QUALIFICATIONS AND EXPERIENCE

Form IV or Form VI with possession of Class 2 Certificate of Competence (COC) plus working experience of Eleven (11) years. Bachelor Degree, Advanced Diploma and Diploma either in Marine Engineering, Mechanical Engineering, Electronic/Electrical Engineering or any other related field will be added advantage. Applicant must be a computer literate.

2.0.4 EMPLOYMENT STATUS

Permanent and Pensionable terms.

2.0.5 REMUNERATION

Salary Scale will be **MSCS 8.1** with fringe benefits as approved.

3.0 GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;

- **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
 - vi. Overqualified candidates should not apply;
 - vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
 - viii. An applicant employed in the Public Service **should route his application letter through his respective employer;**
 - ix. An applicant who is retired from the Public Service for whatever reason should not apply;
 - x. An applicant should indicate three reputable referees with their reliable contacts;
 - xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
 - xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
 - xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
 - xiv. **A signed application letter** should be written either in Swahili or English language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, P. O. Box 63100, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam;*
 - xv. **Deadline for application is 13th April, 2020;**
 - xvi. Only short listed candidates will be informed on a date for interview and;
 - xvii. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**