



JOB TITLE: Assistant Stock Controller

Logistics
DAR ES SALAAM-MAFUTA RD(TZA)
Tanzania

Job Description

- Daily update NPIS system with respect of physical movements of bulk fuel of TotalEnergies Marketing Tanzania
- Daily Reconcile Physical against NPIS system
- Carryout end of month and surprise stock taking bulk and lubes on various depots.
- Update master daily stocks report file (DSR).
- Reconcile excel DSR/Tom D/petro stock on Daily and Performance report monthly.
- Monitor stocks movements on weekly basis to control any fraud or inappropriate stock transfer.
- Monitor loss/ gain and to report to Stock controller the reasons and action to be carried out.
- Prepare summary monthly performance reports for all depots and circulate the same to loss committee members.
- Proper stock monitoring of stock at JNIA to avoid stock out.
- To coordinate with depots managers and follow-up stock replenishment on upcountry depot

- Update electronic lubes report file on daily basis
- Cross check if movements recorded matches with lubes movements' reports for all depots.
- Confirmation of in the system depot to depot transfer and receipt.
- To assist stock controller in preparation of Monthly stock reconciliations(main product and lubricant)
- To promote teamwork.
- Compliance to the Government Statutory and Labour Laws.

Candidate profile

- Bachelor Degree in Business related fields
- Computer literacy required
- At least two years experience in handling similar jobs

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JOB TITLE: Customs Liaison Officer

Logistics
DAR ES SALAAM-MAFUTA RD(TZA)
Tanzania

Job Description

HSEQ

- Application of Safety Managements Systems.
- Quality Control of products to be within Tanzania quality specifications as per TBS.

Taxes and whaffages

- Ensure that All TAXES for fuel are processed on time, Manifest comparisons and whaffage are processed and paid on time to avoid penalty for late payments and delay to evacuate transit parcels
- Close follow up on transit/Transshipment and Customs documentations for TANZANIA/DRC/BURUNDI/UGANDA/RWANDA/ZAMBIA /and RWANDA related to GAPCO and TOTAL by ensuring completeness and proper files are maintained and made available whenever they are needed either internally ,by our customers ,Regulators, Auditors e.t.c

Taxes forecast, assessment and payment

- Send Monthly forecast of taxes to treasury and update whenever there is changes, Assessment of Taxes and payment in accordance of customs procedures to avoid GTL/TTL parcels discharged into other depot, and zero penalty for late payments of Taxes

Whaffage and Additional Taxes

- Ensure that Manifest comparisons, Claim of overpaid taxes on fuel , payment of Additional Taxes, payment of whaffages are completed as per customs procedure and timing to avoid penalty and delay of the uplift of transit parcels

Transit Product age report

- Closely follow-up on the loading limit day for each transit parcel, Send Age report every Monday to transit customers and supply manager and request for extension from TRA 5 days before expiration of Limit time to avoid localizing the product and inconveniences to customers.

Transit Documentations

- Coordinate transit loadings by Ensuring smooth transit loadings by completing Documentation timely and closely follow-up all transit trucks to make sure that validation at the border and bond cancellation is done on time. Communicate pending monthly and action plan to clear them.

Localization

- Timely processing of Taxes and whaffage on localization, Immediate follow-up with TRA for bond cancellation on localized product

Custom Queries

- Ensure that all custom related queries are attended on time including but not limited to Audit

Transit documents communication and stocks Reconciliations

- Timely communicating of all necessary documents for transit customer to be able to confirm and process all the documentation (Outturn, certificate of Quality & qty, Loadings summary, pump over reports etc, Ensure proper reconciliations per vessel with transit customers are completed at the end of each vessel uplift and provide all required documents to transit customers

Notice Of Intention (NOI)

- Coordinate with Depots Managers/Supply and Hospitality assistants to ensure All NOI for products received at Gapco and TOTAL are approved by TRA , received and properly filed for customs purpose, This include Our Hospitality customers
- Assist Administration in all pending matters relating to supply sections that may delay the renewal of different licenses e.g. OMC License , Pending Validation of trucks , etc
- Records Management and Maintain all records and communications with TRA and other parts related to trading and exports or transit cargo and Local customs.
- Attend all other customs related matters for GTL and TTL.
- Any Other Job related to your section as may be assigned to you by your superior

Context and environment

- Complex market with various regulations, constrained supply system, numerous OMCs. Imports planned 2-3 months ahead so requiring accurate forecasts.
- Involve interaction with TRA/PBPA staff during documents processing whereby some are less cooperative
- Correctness of all documents which needs concentration as it involves huge amount of money to be paid.
- Most of the duties are strictly to specific deadline therefore, needs time dedication

Candidate profile

- Bachelor Degree /Advanced Diploma in Tax and Customs related field with experience of 2-3 years
- Depot operations knowledge
- Products knowledge
- Customs procedures on petroleum products importation experience.

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JOB TITLE: Category Manager (Shop)

Sales

DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Tanzania

Job Description

Working closely with the SFS Manager, in collaboration with the SFS team (field merchandiser & Retail Territory Managers, the Shop Category Manager prospects and oversees all projects in the shop category and services to optimize turnover, rent and margins and ensures the observance of the HSEQ, hygiene and food safety and SFS policy and standards

He /She is responsible for defining the strategy on short, medium and long term of his/her category

- In close coordination with the field team, ensure that HSEQ & HACCP norms and regulations are fully adhered to and implemented by all partners
- Development of business proposals and plans for introduction of new food concepts, services and innovations in line with defined strategy.
- To improve results by analyzing sales performance, margins & revenues (with the SFS data analyst)
- Follow-up on all turnovers from food & services and calculate /verify monthly turnover-based rent for accuracy
- To define the product range of food offers and menus,
- To define the price policy of the products/services according to the SFS strategy and margin targets
- To define commercial offers and ensure that they are set up in stations in partnership with field merchandisers.
- Defines and disseminates promotional communication to Dealers and RTEs in liaison with the SFS Manager.

- Implements the annual promotional calendar as agreed with 3rd parties and dealers and Analyses promotions effectiveness and impact on sales
- Follow up on all maintenance related issues and in liaison with the technical team negotiate maintenance contracts for the equipment
- To be in support of Technical Department for the layout and plans of Food & service concepts.
- Identify and propose to management added value Services and develop partnership for their implementation by Initiating, validating and implementing new businesses into the network
- Third Party management: Manage the relationship with all third parties (GAC, Banks, Insurance companies, etc...)
- Find opportunities for partnerships i.e. food, space rental or franchise in order to give credibility to our food offer and to increase the skills of local teams
- Project Management: Oversees all QSR/food and service category projects with key stakeholders (food chains, dealers, TUL project teams) for revenue optimization and conformity with the technical, HSEQ and image standards.
- Responsible for actualizing the budget objectives in form of commission or fees from partners / dealers
- Responsible for enforcing the agreed operating terms as per the agreement between the partner and the company.
- Raise invoices in relation to third parties as per invoicing schedule & ensure that invoices raised are paid as per agreed terms
- Manage and expand the business scope of existing partners by proposing additional sites
- Ensure the proper implementation of agreement with partners, regularly measuring gaps and rolling out corrective actions.
- Keep track of all assets in relation to this category
- Analysis of category performance and implements the required remedial measures to improve performance
- Source for a single supplier for Snack, and all food items and negotiate suppliers rebate
- Analyses dealers' performance per channel: Tyre centers & Car wash and implements the required remedial measures to improve performance.
- Compilation of requisite category reports within agreed timelines
- Successful launch & implementation of the SFS projects in this category i.e GAC partnership , Total wash etc
- An expert on the market and knowledgeable about operations and competition activities
- Responsible for analyzing the competition and the stations' trading areas so as to be able to locally optimize the SFS offerings (pricing policies, etc.)

Context and environment

The SFS revenue is becoming a major source for improving the Network's results. Highly competitive environment –Increasing activity by the other Marketers and other parallel markets.

The strategic partnership business is an important source of income as well as a way to create customer satisfaction and loyalty

Expert in the food environment, he develops his knowledge of how the market works and the competition.

The job is situated at the Head Office with regular visits to customer location for the purpose of initiating new business proposal or enhancing relationships with existing ones

Candidate profile

- Bachelor degree (minimum)
- At least 2 years relevant experience in a FMCG environment or Hospitality Industry with knowledge of the Network
- Good Overall Marketing + Sales Knowledge
- Working knowledge of computer applications like; Excel Spreadsheets, MS Word, Power point
- Basic Knowledge of Accounting.
- Autonomy, Organization (Ability to prioritise work), training skills.
- Analytical skills and ability to see the overall picture. Concern for economic performance.
- Innovative, Creative and eye for detail
- Good interpersonal and strong negotiation skills

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JOB TITLE: Territory Manager

Sales

DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Tanzania

Job Description

Under the authority of the Network Operation Manager, he is responsible for a profit center that he pilots with the support of functional and operational units (customer service, maintenance, SFS, accounting, etc.). He/she is the main person responsible for the service

stations he handles.

He spells out, coordinates, develops and supervises the policies of the Network Department with respect to:

- SFS: shop, washing, maintenance bay, food, programming and promotional operations
- Reception / Service / Quality: Top service,
- Hygiene / Safety / Environment / Safety of property and of persons
- Maintenance: in interface with the maintenance unit, he makes sure that the operator observes the contract terms.
- He/she studies, proposes and negotiates the economic aspects of the contracts within the framework of their installation, of their renewal or of annual renegotiation (working capital required, operating account forecast).
- He/she controls and wards off the financial risks by making a monthly check on the manager's financial health (financial situation) and analyzes the economic and commercial performance levels (actual operating account).
- He/she proposes and implements the action plans required for optimizing results.
- He/she proposes and implements the continuing training plan for all station staff. He prepares and proposes a promotion policy for Young Dealers.
- He/she implements a competition and sectorial watch; identifies and characterizes possible prospects, analyzes the competition.

Context and environment

- Complexity of the business relationship vis-à-vis managing tenants (CODO) holding independent trade status.
- Highly competitive environment (increasing activity of independents, parallel market).
- Demanding when it comes to financial aspects (major stakes).
- Increased attention to environmental problems / sustainable development.
- Works 80% in the field / frequent night time visits.

Candidate profile

- Bac+3/4 level (secondary school graduation + a further 3 or 4 years of education)
- Autonomy, organization (ability to hierarchize events), strict approach, feeling for business and for customer service.
- Analytic mind, reactivity, availability.
- Ability to listen and communicate, managerial potential.
- Field man / woman.

[APPLY HERE \(CLICK HERE\)](#)