



1. JOB TITLE: Sales and Marketing Assistant II (TLO) - 1 Posts

Tanzania

MINIMUM ENTRY QUALIFICATIONS

- Holder of Certificate in any field.
- Must have one of the following certificate; Air Transport Management, Air Ticketing, or equivalent qualifications from any recognized Aviation institution.
- Possession certificate of IATA or UFTAA will be added advantage.

DUTIES AND RESPONSIBILITIES

- Supervise and ensure efficient and effective check in and boarding of passengers in compliance with carriers' policy/ procedures and customer expectations.
- Supervise baggage handling and prepare weekly baggage handling report. Liaise with the GHA to ensure lost baggage is communicated, traced and delivered to affected passengers.
- Ensure customers are well handled at all times and especially during flight irregularities and are provided with required assistance.
- Ensure conformity with all regulatory requirements, organization standards and local procedure as well as requirements of customer airlines.
- Effective communication internally and externally to enable effective planning control and reporting
- Ensure a safe and secure working environment in compliance with relevant legislative/ industry requirements.
- Audit, review and report on service delivery to monitor compliance on SLA's availed to GHA.
- Administrative processes to ensure integrity and accuracy manual and computerized data processing.

- Strict control of excess baggage collection and remittance.

TERMS AND CONDITIONS:

Ten (10) years contract for Tanzanians and with attractive remuneration and fringe benefits as per ATCL Salary Structure and Incentive Scheme.

GENERAL CONDITION FOR APPLICANTS:

1. All applications must be sent through ATCL Recruitment Portal by using the following address: <https://recruitment.atcl.co.tz> and NOT otherwise. This address can also be found at Air Tanzania website.
2. Interested applicants must upload a dully signed letter for consideration of the application. The letter should be addressed to **Managing Director & CEO, Air Tanzania Company Limited, P.O. Box 543, Dar es Salaam.**
3. An updated curriculum vitae (CV),
4. 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)**
5. Name and address of at least two reputable referees;
6. Applicant's reliable contact address, email address and telephone number.
7. Only shortlisted candidates will be informed on a date for interview
8. Women are encouraged to apply.
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2. JOB TITLE: Ramp Assistant II - 12 Posts

Tanzania

MINIMUM ENTRY QUALIFICATIONS

- Must be a holder of a Certificate Secondary Education
- Must have a Certificate in aviation related course.
- Knowledge of the aviation industry and all airport ground support facilities will be an added advantage.

DUTIES AND RESPONSIBILITIES

- Gather, input and process all data and documentation required for the safe and secure turn-around, by manual, automated or computerized systems, including weather reporting and notams (if required), LDM, PSM, Special loads, cargo, mail, DGR, Steps, GPU, ASU, fuel, catering and crew change.
- Carry out pre-arrival inspections, aircraft and the aircraft footprint area hazard/FOD checks
- Lead the turn-around process, ensuring all relevant equipment, resources and services are in place, as required to complete a safe, secure and efficient, on time turn-around
- Ensure timely and effective communication with all relevant parties, both external and internal
- Co-ordinate the safe, secure and efficient Customer disembarkation and boarding according to local procedures.
- Report any faults or irregularities with equipment, facilities, systems or processes to the appropriate management, airport authority and/or crew
- Provide timely and appropriate response and actions to disruption, emergency or delay situations in the operation
- Manage the offloading and loading procedures of the aircraft
- Perform accurate load reconciliation in line with approved guidelines and manuals
- Communicate Aircraft movement messages and delay codes and assist with disruption management
- Assist in preparation of RC report and ensure the RC checklist is properly filled and filed.
- Perform any other official duties as may be assigned by your supervisor

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3. JOB TITLE: Driver II - 37 Posts

Tanzania

MINIMUM ENTRY QUALIFICATIONS

- Must be a Holder of Form IV Certificate and a Class "C1 or E" Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution
- Must have driving experience of at least one (1) year without causing accidents.
- Possession of Trade Test Grade II/Professional Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

DUTIES AND RESPONSIBILITIES

- Drive staff towards approved destinations in accordance with traffic regulations.
- Take vehicles due for routine maintenance / repair to the appointed service agents.
- Undertake minor mechanical repairs of motor vehicles.
- Maintain log books and records all movement as instructed.
- Make routine inspection to the assigned vehicles to determine maintenance requirements

- Conduct pre-travel inspection for motor vehicle prior travelling and report mechanical damages / defects.
- Certify safety and cleanliness of the vehicle at all times.
- Verify that valid documents and permits are acquired prior commencement of any journey.
- Perform any other duty may be assigned by the supervisor.

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4. JOB TITLE: Crew Scheduling Officer II - 2 Posts

Dar es salam, Tanzania

MINIMUM ENTRY QUALIFICATIONS

- Holder of a Bachelor Degree in any field.
- The candidate must have one of the following certificate; Air Transport Management, Air Ticketing, Air Cargo, Dangerous Goods, Ground Handling, or equivalent qualifications from any recognized Aviation institution.

DUTIES AND RESPONSIBILITIES

Reporting to Supervisor Crew Scheduling, Crew Scheduling Officer shall have the following responsibilities;

A: Planning Responsibilities

- To prepare monthly rosters for crew including training rosters taking into considerations the optimum utilization of crew in compliance to TCAA regulations and Company policy;
- To ensure a fair and equitable distribution of work among Flight Crew and Cabin Crew in terms of type of trips, number of flying hours and duty hours
- To ensure the day to day management and modification of the published rosters as per operational requirements;
- To provide solutions during flight disruption and ensure optimum utilization of crew;
- Monitoring of Flight Crew and Cabin Crew published rosters, ensuring strict adherence to TCAA mandatory regulations;
- To maintains detailed records of flight times, rest times, holidays, sickness, and training, and 'deadhead' activities of crew members and enters / supervises the entry of such details into appropriate systems;
- Ensuring crew members are notified of any amendments to their published roster in a timely manner;
- To prepare monthly payments reports;
- To Prepare and monitor implementation annual leave plan

B: Crewing Responsibilities

- To ensure the day to day management and modification of the published rosters as per operational requirements;
- To provide solutions during flight disruption and ensure optimum utilization of crew;
- Monitoring of Flight Crew and Cabin Crew published rosters, ensuring strict adherence to TCAA mandatory regulations;

- Ensuring that all flights are crewed in accordance with TCAA and company rules and regulations while maintaining company requirements;
- Preparing daily duty sheet considering crew complaints, TCAA regulation and requirement of language speaker for all flights operated by Air Tanzania;
- Responds to absences, for reasons such as sickness, flight delays, etc. by rescheduling crew members at short notice. Call replacements, in coordination with the Operational Control;
- Ensuring members are notified of any amendments to their published roster in a timely manner.

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5. JOB TITLE: Flight Operations Officer II - 5 Posts

Dar es salam, Tanzania

MINIMUM ENTRY QUALIFICATIONS

- Must be a holder of Advanced level certificate of Secondary Education (Form VI)
- Must be a Holder of TCAA or other ICAO approved Flight Operations/Flight Dispatcher's License.
- Possession of Bachelor Degree will be an added advantage.

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;
- Perform flight monitoring of the flights including notifying the appropriate ATS unit when the position of the aircraft cannot be determined by an aircraft tracking capability, and attempts to establish communication are unsuccessful
- Coordination of actions with Space Control/Reservations and Maintenance control (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. May act as Supervisor Operations Control in the Supervisor's absence from workplace.
- Assume responsibility for Crew Accommodation, transports slips, Roster changes, and check-in, in the absence of crew scheduling staff.

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- Administrative processes to ensure integrity and accuracy manual and computerized data processing.
- Strict control of excess baggage collection and remittance.
- Record all flight movements as per company requirement.
- Any other duties as may be assigned by your supervisor.

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