



ZCL is inviting applications from suitably qualified Tanzanians to fill vacant positions, as listed below.

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### **Job Listings:**

#### **1. JOB TITLE: Procurement Manager – 1 Post**

#### **Required Qualifications:**

- Bachelor's degree/Advanced Diploma in Procurement, Supply Chain Management, Business Administration, or a related field.
- Professional certification is advantageous.
- Minimum 5 years of experience in procurement, with at least 3-5 years in the logistics or transportation industry.
- Strong knowledge of procurement principles, supply chain management, and contract management.

- Experience in procurement within the logistics or transportation industry is preferred.

**Personal Attributes:**

- Excellent negotiation, analytical, and decision-making skills.
- Proficiency in procurement software and Microsoft Office Suite.
- Strong leadership and communication skills.

**Duties and Responsibilities:**

- Develop and implement procurement strategies aligned with the company's goals.
- Ensure cost-effective procurement of goods and services while maintaining quality and compliance standards.
- Oversee vendor selection, evaluation, and management processes.
- Monitor market trends and identify opportunities for cost savings and supplier partnerships.
- Negotiate contracts and agreements with suppliers to ensure favorable terms and conditions.
- Prepare and present procurement reports to senior management.

**2. JOB TITLE: Human Resource and Administration  
Manager – 1 Post**

## **Required Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Master's Degree in Public Administration or Human Resources is preferred.
- 7+ years of experience in HR and administration roles, with at least 5 years in a managerial position, preferably in logistics, transportation, or supply chain industries.
- Proven experience in employee relations, recruitment, performance management, and HR policy development.
- Experience in managing administrative functions such as office management, facilities, and vendor relations.

## **Personal Attributes:**

- Strong leadership and people management skills, with the ability to motivate and develop teams.
- Excellent organizational and multitasking skills, with a focus on process efficiency.
- In-depth knowledge of labor laws, employment regulations, and HR best practices.
- Strong communication and interpersonal skills, with the ability to build relationships at all levels of the organization.

## **Duties and Responsibilities:**

- Develop and implement HR strategies, policies, and procedures that align with the company's goals and objectives.
- Oversee the recruitment and selection process, ensuring the company attracts and hires top talent.
- Lead performance management processes, including setting objectives and evaluating performance.
- Manage employee onboarding, training, and development programs.
- Oversee employee relations, conflict resolution, and compliance with labor laws.

### **3. JOB TITLE: ICT Assistant – 1 Post**

#### **Required Qualifications:**

- Diploma in Computer Science, Information Technology, or related fields with relevant working experience of at least 3 years.
- Proficiency in Microsoft Office Suite, Windows operating systems, and basic knowledge of networking and security practices.

#### **Personal Attributes:**

- Strong time management and multitasking abilities to handle multiple support requests.

- Ability to identify, analyze, and resolve technical issues quickly.
- Patient and user-focused approach to deliver a positive support experience.

### **Duties and Responsibilities:**

- Assist users by troubleshooting software, hardware, and network issues promptly.
  - Perform routine maintenance on computer systems, including updates and monitoring system health.
  - Support network administration tasks, including user account management and connectivity checks.
  - Assist with customer billing functions and schedule operational tasks.
  - Perform any other duties assigned by a supervisor.
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### **Important Notes:**

- **Applicants must attach an up-to-date CV** with a reliable contact postal address, email address, and telephone number.
- **Form IV and Form VI result slips are strictly not accepted.**
- Presentation of forged academic certificates and other information in the CV will necessitate legal action.

- To apply, send a detailed curriculum vitae and copies of academic and professional certificates to [recruits@zamcargo.co.tz](mailto:recruits@zamcargo.co.tz), clearly marking the position applied for in the subject line. Applications must be submitted by **close of business, 26th April 2025**. Only shortlisted candidates will be contacted.
- ZCL is a member of the IDC Group of Companies.