



VACANCIES ANNOUNCEMENT

Air Tanzania Company Limited (ATCL) is in the process of revamping its operations and has introduced new equipment to its fleet. In line with this expansion, the Company hereby invites the applications from qualified **Tanzanian** applicants to fill the following vacant positions.

1. POSITION:

1.1 ASSISTANT ICT OFFICER (WEB CONTENT SOCIAL MEDIA MANAGEMENT) (1 POST)

a) JOB SUMMARY: Maintaining up-to-date information resources, including the ATCL Website and Social Media and dealing with enquiries for information and advice service through Website, Social Media.

b) QUALIFICATIONS:

- Diploma in Computer Science, Information Systems/Technology or related qualifications from a recognized institution and
- At least three (3) years working experience in website content management, sales and marketing communication in a competitive business environment.

c) TASKS:

- Co-ordinate, Generate, Implement and maintain Content for the website
- Manage and optimize ATCL activities for the website and track web traffic against targets
- Build and manage the company's social media profiles and presence and additional channels that may be deemed relevant
- Create shareable content appropriate for specific networks to spread both the brand and content.
- Monitor and engage in relevant social discussions about the company
- Run regular social promotions and campaigns and track their success through online discussions
- Work alongside other marketers and content marketers to help distribute content that educates and entertains our customers and supports marketing goals.
- Drive consistent, relevant traffic and leads from social network presence.
- Explore new ways to engage and identify new social networks to reach target customers.

- Support ATCL Strategic & Marketing Communications social media presence
- Manage discussion forum to support ATCL marketing
- Monitoring online traffic and conversions
- Ensuring functionality and efficiency of Website
- Debug pages and fix broken links or images
- Update website contents
- Monitor and analyze website performance (e.g traffic, conversions)
- Address user complaints
- Help to bring new ideas for design and content creation for great design.
- Scope and create templates for the marketing team to be more efficient in their posting on website, social media and other channels.

1.2 RECEPTIONIST GRADE II (1 POST)

a) JOB SUMMARY: Answering inquiries and obtaining information for general public, customers, visitors, and other interested parties. It also consists of providing information regarding activities conducted at Company; location of departments, offices and employees.

b) QUALIFICATIONS:

- Ordinary/advanced certificate of secondary education and credit passes in English and Kiswahili with a Front Desk operations or related Certificate/Qualifications from a recognized institution
- Must be computer literate.
- Prior relevant working experience in a competitive business environment will be an added advantage

c) TASKS

- Collect, sort, distribute and prepare mail, messages and courier deliveries;
- Attend visitors and keep visitors record book;
- Maintain the register of incoming calls
- Operate telephone switchboard
- Provide information to customers about location of departments or offices, employees within the organization, or services provided;
- Transmit information or documents to customers, using a computer, mail, or facsimile machine.

1.3 ASSISTANT MOTOR VEHICLE MECHANICS (2 POSTS)

a) **JOB SUMMARY:**

Maintains service operations by inspecting and maintaining vehicles.

b) **QUALIFICATIONS**

- National form Four Certificate.
- Possession of Motor vehicle mechanic Trade Test one or two from N.I.T. , VETA, or from any recognised institution.
- Working experience in Motor Vehicle Mechanics of at least three years.
- Computer literate.
- Possession of a valid Driving Licence (C,C1, C2, C3, A, B, D) will be an added advantage.

c) **TASKS**

- Keeps equipment available for use by inspecting and testing vehicles;
- Completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- Maintains vehicle functional condition by listening to operator complaints;
- Conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Verifies vehicle serviceability by conducting test drives;
- Adjusting controls and systems.
- Testing engine, safety, and combustion control standards.

2. **REMUNERATION:**

Attractive remuneration and Fringe Benefits as per ATCL Scales and Incentive Scheme.

3. **TERMS OF EMPLOYMENT**

Five (3) years contract (renewable) upon successful performance

4. **MODE OF APPLICATION:**

Interested applicants must submit a **dually signed letter** for consideration of the applications attached with the following:

- i) A detailed curriculum vitae (CV);
- ii) Certified copies of all certificates (including Secondary School), other relevant certificates and licenses. *(Tanzanian applicants who have studied outside Tanzania should have their certificates approved by*

relevant authorities i.e Tanzania Commission for Universities (TCU) or National Examination Council- NECTA))

- iii) Two recent passport size photographs;
- iv) Names and addresses of at least two reputable referees;
- v) Applicant's reliable contact address, email address and telephone numbers.

Note:

Misrepresentation of facts and qualifications during application shall warrant legal consequences

5. CLOSING DATES:

Application letters should reach the undersigned **within 14 days from the first date of this announcement:-**

**MANAGING DIRECTOR& CHIEF EXECUTIVE OFFICER
AIR TANZANIA COMPANY LIMITED,
P.O. BOX 543,
DAR ES SALAAM.**