

MARINE SERVICES COMPANY LIMITED



www.mscl.co.tz

JOB VACANCY ADVERTISEMENT

Marine Services Company Limited (MSCL) is a duly incorporated state –owned company based in Mwanza. Prior to registration as a fully-fledged company in 1997, MSCL was an integral part of Tanzania Railways Corporation (TRC). The company has more than 50 years of experience in maritime transport across Lakes Victoria, Tanganyika and Nyasa. MSCL services across the three Lakes serves as a linchpin for the communities along the Lakes and provides intermodal connectivity for the Northern and Central Corridors as well as East and Central African countries bordering the Lakes.

MSCL is advertising various job vacancies and invite all qualified individuals to fill vacancies as follows:

GENERAL CONDITIONS:

- i. All applicants must be Tanzania citizens
- ii. All applicants must attach their birth certificates
- iii. All applicants who are already employed they must channel their applications through their employers
- iv. All applicants must attach their detailed CV with three referee contacts
- v. All applications must be attached with the copy of the professional certificates, Form IV and Form VI Certificates and FTC where applicable.
- vi. Transcripts, Testimonials, Provisional Results, Statements of Results, Form IV and Form VI Result slips will not be acceptable.
- vii. All applicants must be within the age of 18-45 years
- viii. All applicants who have completed their Secondary Education or University outside Tanzania must submit equivalence Results from NECTA and TCU.
- ix. All applicants must submit one recent colored passport size photo
- x. All application letters should be sent to:

General Manager
Marine Services Company Limited
BOX 2385
MWANZA

- xi. Applicants may channel their applications through email info@mscl.co.tz or postal address
- xii. Deadline for submission of the applications will be Friday **22nd May, 2018 at 15:30 p.m.**

1.0: RECORD MANAGEMENT ASSISTANT II (1 POST)

1.1: QUALIFICATIONS

- Certificate of Secondary Education Examination (CSEE).
- Holder of Diploma in Record Management from recognised Institution.
- Must be a computer literate.

1.2: EMPLOYMENT STATUS

Record Management Assistant II shall be employed on Permanent and Pensionable terms.

1.3: REMUNERATION

Salary will be MSC 1 with fringe benefits as approved by the Board of Directors of MSCL.

1.4: JOB DESCRIPTION

- Ensure proper records keeping in respect of all correspondences and paper work of the Company.
- Handling all matters that require highest degree of secrecy
- Keeping all open files
- Filing all incoming documents properly
- Retrieving files/documents and taking them to the requested offices
- Recording and dispatching all open outgoing mails
- Ensure proper coding of documents
- Performing any other duties as assigned by the supervisor.

2.0: ASSISTANT ACCOUNTANT II (1 POST)

2.1: QUALIFICATIONS

- Certificate of Secondary Education Examination (CSEE) and Advance Certificate of Secondary Education Examinations (ACSEE).
- Bachelor Degree/Advance Diploma in Accountancy/Finance Business Administration in Accounting or its equivalence from a recognised Institution.
- Must be registered with NBAA
- Must be a computer literate with knowledge in accounting software packages.

2.2: EMPLOYMENT STATUS

Assistant Accountant II shall be employed on Permanent and Pensionable terms.

2.3: REMUNERATION

Salary will be MSB 2 with fringe benefits as approved by the Board of Directors of MSCL.

2.4: JOB DESCRIPTION

- To maintain all books of accounts and allied records.
- To prepare trial balance and bank reconciliations.
- To prepare a schedule of fixed assets for final accounts.
- To prepare VAT returns.
- To prepare accounts payable and receivable.
- To examine and scrutinize payments vouchers.
- To verify and reconcile assets
- To performing any other duties as assigned by the supervisor.

3.0: CHIEF INTERNAL AUDITOR (1 POST)

3.1: QUALIFICATIONS

- Certificate of Secondary Education Examination (CSEE) and Advance Certificate of Secondary Education Examinations (ACSEE).
- Graduate in Accountancy/Finance from a recognised Institution.
- Holder of CPA(T) or its equivalent qualification
- Registered with NBAA in the category of Certified Public Accountant
- At least seven (7) years proven experience as an accountant/auditor five (5) of which as senior auditor in a reputable organization.
- Must be a computer literate.

3.2: EMPLOYMENT STATUS

Chief Internal Auditor shall be employed on Permanent and Pensionable terms.

3.3: REMUNERATION

Salary will be MSA 5 with fringe benefits as approved by the Board of Directors of MSCL

3.4: JOB DESCRIPTION

- Overall in charge of all auditing activities in the Company
- Head of the Internal Audit Unit at MSCL
- Chief advisor to the General Manager and the Board on all internal control procedures of MSCL
- Overseeing preparation of work programmes for the audit of the branches/Departments and monitoring audit work to ensure efficient execution of work programmes as prepared.
- Overseeing preparation and ensuring regular review of Internal Audit work programmes are strictly adhered to at all times
- Developing comprehensive audit programme of the Company with a view to establish adherence to established systems, procedures and regulations and ensuring their accuracy.
- Performing any other duties as assigned by the General Manager.

4.0: MARKETING AND COMMERCIAL MANAGER (1 POST)

4.1: QUALIFICATIONS

- Certificate of Secondary Education Examination (CSEE) and Advance Certificate of Secondary Education Examinations (ACSEE).
- Graduate in Marketing/Commerce/Business Administration/ Economics from a recognised Institution.
- Holder of Masters of Business Administration is an added advantage.
- At least seven (7) years proven experience in a senior management position in reputable organization in Marketing or related field from a recognized Institution.
- Must be a computer literate.

4.2: EMPLOYMENT STATUS

Marketing and Commercial Manager shall be employed on Permanent and Pensionable terms.

4.3: REMUNERATION

Salary will be MSA 5 with fringe benefit as approved by the Board of Directors of MSCL

4.4: JOB DESCRIPTION

- Chief advisor of the General Manager in all matters related to research, planning and Marketing.
- Ensuring that the MSCL marine vessels are used efficiently and effectively
- Developing the Marketing strategies for the Company in line with the Company objectives.

- To liaise with Branch Managers on the effective utilization of the Company vessels.
- To be a custodian of commercial, marketing and operational data.
- Overseeing the Company's marketing budget
- Maintain effective internal communications to ensure that all relevant company functions are kept informed of marketing objectives.
- Conduct economic and commercial surveys to identify potential markets for products and services
- Marketing MSCL Services inside and outside the Country
- Performing any other duties as assigned by the General Manager.

5.0: TECHNICAL MANAGER (1 POST)

5.1: QUALIFICATIONS

- Certificate of Secondary Education Examination (CSEE) and Advance Certificate of Secondary Education Examinations (ACSEE).
- Holder of Chief Engineer Certificate of Competency
- Graduate in Electrical/Mechanical Engineering/Marine Engineering Technology or its equivalent from recognised Institution.
- Registered with Engineers Registration Board of Tanzania as a professional Engineer.
- Master in Engineering/ Maritime Management is an added advantage.
- At least seven (7) years proven experience in Engineering discipline in a reputable organization, five (5) of which in a management of maintenance work or related activities in a transport organizations.
- Must be a computer literate.

5.2: EMPLOYMENT STATUS

Technical Manager shall be employed on Permanent and Pensionable terms.

5.3: REMUNERATION

Salary will be MSA 5 with fringe benefits as approved by the Board of Directors of MSCL

5.4: JOB DESCRIPTION

- Over all incharge of all maintenance activities at the Company.
- Chief advisor of the General Manager in all issues concerning projects and maintenance works.
- Assisting General Manager in the formulation and implementation of all technical policies related to shipping and ensuring that all aspects of the Tanzanian Shipping Act are complied with.
- Ensuring that all ships and other machinery are always in working conditions and seaworthy.
- Responsible for accident monitoring, investigation and prevention measures.
- Responsible for ships annual surveys, classification and ensuring that all vessels are insured as appropriate
- Overseeing implementation of MSCL Vessel according to the maintenance plan.
- Performing any other duties as assigned by the General Manager.

6.0: MARINE ENGINEER TRAINEE (2 POST)

6.1: QUALIFICATIONS

- Certificate of Secondary Education Examination (CSEE) with good pass in Physics, Chemistry, Mathematics and English.

- Holder of Rating Forming Part of Engineering watch
- Graduate in Electrical/Mechanical Engineering/Marine Engineering Technology or its equivalent from recognised Institution.
- Must be a computer literate.

6.2: EMPLOYMENT STATUS

Marine Engineer Trainee shall be employed on Permanent and Pensionable terms.

6.3: REMUNERATION

Salary will be MSB 0 with fringe benefits as approved by the Board of Directors of MSCL

6.4: JOB DESCRIPTION

- Responsible for running, operations and maintenance of propulsion and electrical systems abroad the vessel.
- Routinely inspecting and maintaining all equipments, reports malfunctions and makes adjustments or repairs as directed by Chief Engineer.
- May direct and review work of unlicensed employees on duty.
- Performing any other duties as assigned by the Chief Engineer.

7.0: MARINE ENGINEER OFFICER II (3 POST)

7.1: QUALIFICATIONS

- Certificate of Secondary Education Examination (CSEE)/Advance Certificate of Secondary Education Examination (ACSEE) with good pass in Physics, Chemistry, Mathematics and English.
- Holder of Rating Forming Part of Engineering watch
- Holder of Certificate of Competence Class III(COC 3)
- Graduate in Electrical/Mechanical Engineering/Marine Engineering Technology or its equivalent from recognised Institution.
- Must be a computer literate.

7.2: EMPLOYMENT STATUS

Marine Engineer Officer II shall be employed on Permanent and Pensionable terms.

7.3: REMUNERATION

Salary will be MSB 2 with fringe benefits as approved by the Board of Directors of MSCL

7.4: JOB DESCRIPTION

- Responsible for running, operations and maintenance of propulsion and electrical systems abroad the vessel.
- Routinely inspecting and maintaining all equipments, reports malfunctions and makes adjustments or repairs as directed by Chief Engineer.
- To inspect and maintain all equipment and reports malfunctions and make adjustments or repairs.
- To recommend necessary repairs and adjustments.
- To monitor fuel and lubricants consumption.
- To advise on applicable marine engineering rules and regulations.
- To monitor log book entries.
- Performing any other duties as assigned by the Chief Engineer.

8.0: CHIEF ENGINEER II (6 POST)

8.1: QUALIFICATIONS

- Certificate of Secondary Education Examination (CSEE)/Advance Certificate of Secondary Education Examination (ACSEE) with good pass in Physics, Chemistry, Mathematics and English.
- Holder of Rating Foaming Part of Engineering watch
- Holder of Certificate of Competence Class III(COC 3) with Service Endorsement
- Graduate in Electrical/Mechanical Engineering/Marine Engineering Technology or its equivalent from recognised Institution.
- At least five (5) years working experience in a reputable marine organization.
- Must be a computer literate.

8.2: EMPLOYMENT STATUS

Chief Engineer II shall be employed on Permanent and Pensionable terms.

8.3: REMUNERATION

Salary will be MSB 4 with fringe benefits as approved by the Board of Directors of MSCL

8.4: JOB DESCRIPTION

- Supervising and ensuring the efficient operation and maintenance of all propulsion and electrical systems of the vessel.
- Supervising and coordinating the activities of all the engine room employees assigned to the vessel.
- Ensuring that the vessel's mechanical and electrical machinery is properly maintained and serviced including all watertight doors, valves, piping, wiring within engine room, as well as shaft alleys, steering compartments, storerooms and areas below the floor plates, voids and uptakes.
- Making frequent inspections of mechanical and electrical systems.
- Assigning licensed and unlicensed engine room employees to duty stations.
- Maintain strict discipline of engine room crew.
- Performing any other duties as assigned by the Supervisor.

9.0: TRAFFIC CLERCK II (10 POST)

9.1: QUALIFICATIONS

- Certificate of Secondary Education Examination (CSEE)
- Holder of the certificate of Business Administration/Accountancy/Transport and Logistics Management or its equivalent from a recognized Institution.
- Certificate of Goods and Coaching Accounts from recognized Institution.
- Must be computer literate.

9.2: EMPLOYMENT STATUS

Traffic Clerck II shall be employed on Permanent and Pensionable terms.

9.3: REMUNERATION

Salary will be MSC 3 with fringe benefits as approved by the Board of Directors of MSCL.

9.4: JOB DESCRIPTION

- Verifying and keeping records on incoming and outgoing shipments.
- Receiving, unpacking, verifying and recording incoming merchandise or material.
- To collect cargo and passenger revenue as per applicable tariffs.
- To prepare relevant returns.
- To comply with commercial and operations policies, rules and regulations.

- To perform cargo loading and offloading operations.
- Performing any other duties as assigned by the Supervisor.

10.1: INFORMATION & COMMUNICATION TECHNOLOGY OFFICER II (ICT) (1 POST)

10.1: QUALIFICATIONS

- Certificate of Secondary Education Examination (CSEE) and Advance Certificate of Secondary Education (ACSEE).
- Bachelor Degree/Advanced Diploma in Information and Communication Technology/ Computer Engineering/Computer Science or its equivalent from a recognized Institution.
- Must be computer literate.

10.2: EMPLOYMENT STATUS

ICT Officer II shall be employed on Permanent and Pensionable terms.

10.3: REMUNERATION

Salary will be MSB 2 with fringe benefits as approved by the Board of Directors of MSCL

10.4: JOB DESCRIPTION

- To assist in installation of computer hardware and software.
- To maintain ICT related devices.
- To assist in training staff on basic use of computer systems.
- To analyze and update computer software.
- To assist in application and system back-up.
- To assist in installation and maintenance of Network devices and software.
- To perform any other duties as may be assigned by the superior.

**GENERAL MANAGER
MARINE SERVICES COMPANY LTD
MWANZA**