



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Customs Clearing Coordinator	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Oil & Gas
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Oil & Gas: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Customs Clearing Coordinator will be responsible in dealing with clearance of both Local and Transit petroleum Volumes and subsequent preparations of payments of all necessary customs duties/taxes on Company's Imported Petroleum products and also ensuring that all necessary bonds held under transit volumes are timely validated. Ensuring adherence of Customs Laws as laid down by Authorities

Responsibilities

- Ensure the Company is strictly adhering to Customs Laws and Regulations and works closely with other Departments such as Administration and Finance to make sure all required Licenses and Certificates related to Supply of Petroleum Products are all Renewed on time this include OMC License, EWURA license, Customs License, TAFFA certificate, TASAC License.
- Timely Declaration and assessment of both Local and Transit of petroleum Products and coordination of Duties/Tax payments after assessments with Finance. While ensuring these payments are timely paid in accordance with Customs regulations to achieve zero penalty on late payment.
- Prepare Tax Forecast using allocated volume provided by Supply team and share the same with Finance / Treasury Department for the Payment Planning.
- Timely response to all Queries raised from all government agencies such as TRA, EWURA ,TPA etc. (e.g Queries related to Un paid Declaration, unvalidated transit entries etc).
- Receive the Loading Instructions from Traders and make necessary arrangements for truck loadings and Advise traders on stock balances to avoid product overstay.
- Monitoring and update Planning file with D-1 Loadings as extracted from Company System (SAGE X3) to show the Current stock position , Updating the Planning file with New incoming vessels and Report the Global transit stock to other users for decision making.
- Timely documentation for the loaded Transit trucks to ensure there are no Delays on trucks release.
- Follow up the Age Report for Transit parcels to ensure loadings is completed within Statutory transit Period and if necessary to apply for Extension before expiration of grace period of 30 days to avoid Penalty to Bond.
- Follow up / Coordinating Manifest Changes / BL Re-allocation as instructed by TRADERS.
- Coordinate daily situation meeting (Planning meeting) with Transporters' representatives and circulate the report to other users for the loading/parking feasibility of the day for decision making.
- Coordinate Transit Loadings on Third party Terminals and ensure Drivers are given a maximum support for smooth loadings.
- To Ensure trucks Clearance at the Border is completed on time by making close follow up with Transit Monitoring Unit (TMU) and Transporters/Clients to facility Transit Bond Return and avoid Long term Outstanding Transit Entries.
- Prepare and Provide Monthly analytical loading report for Transit movements.
- Supervising monthly stock reconciliation per BL to establish number of BLs with balances and seek an approval from Traders

to complete Localization Process for all BLs which cannot be loaded any more. Also Communicate to EWURA monthly Localization and Local import figures for the Imposition of related Regulatory Levies.

- Filing all transit trucks release documents in such a way that documents can be retrieved with ease when required.
- Filing return documents, in case they are available, that prove the intended transit deliveries were done as per Customs regulations. The filed documents shall be retrievable in a reasonable time when required
- Close monitoring of Age report for company's stocks at Both local & Transit by ensuring that Notice of Intention is timely prepared for the product Transfer to avoid unnecessary product overstay which will eventually accrue additional storage and handling charges.
- Provide support to other Departments in all matters arised in relation to Customs Laws and Regulations by sharing required inputs and guidance.
- Perform any other work-related duties as directed by Superiors.

Education & Qualifications

Advanced Diploma in Clearing and Forwarding / Accountancy/Finance/Engineering.

Requirements

- At least 2 years post qualification experience.
- Knowledge of taxation system in Tanzania
- Clear understanding of knowledge on both SCT and NON SCT (Single Customs Territory)
- Computer literate: Window Excel, Word, Tanzania Electronic Single Window (TANESW) etc.

Characteristics

Excellent Report writing skill

Reporting To

Transits and Customs Supervisor

Driving Licence

Not Required

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