



Job Description

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Job Title Customs Documentation Officer	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 Documentation Officer will be responsible in dealing with clearance of Transit Trucks and subsequent preparations of trucks dispatching documents. Ensuring adherence of Customs Laws as laid down by Authorities

Responsibilities

- Processing Bonded Transportation documents in readiness to release transit trucks.
- Close follow up on the status of transit Bill of Lading in TANESW to ascertain whether transit trucks can be cleared.
- Liaise and report to Customs Clearing Supervisor on any challenge that can prevent loaded transit trucks from being dispatched.
- Assist in responding to all queries raised from TRA in relation to transit trucks release.
- Timely documentation for the loaded Transit trucks to ensure there are no Delays on trucks release.
- Attend in 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.
- 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 proves the intended transit deliveries were made as per Customs regulations. The filed documents shall be retrievable at a reasonable time when required.
- Provide support to other Departments in all matters raised in relation to Customs Laws and Regulations by sharing required input and guidance.
- Be ready to work overtime when needed.
- Perform any other work-related duties as directed by Superiors.

Education & Qualifications

Certificate in Clearing and Forwarding and/or Tax Management.

Requirements

- At least 1 year post qualification experience
- 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

- Good customer care practice.

Reporting To

Transit and Customs Supervisor

Driving Licence

Not Required

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