



# Job Description

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<b>Job Title</b> Logistics Coordinator	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Oil & Gas

**Open to Expatriates**  
Only Open to Tanzanian Nationals

## Minimum Requirements

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

## Summary

**Logistics Coordinator** will be responsible:

To performing and coordinating all key core functions of logistics section. Close assistance to Transit and Bunker Manager.

## Responsibilities

- Coordinating Tax Register Book and Register for all bond liabilities i.e. CB8 / PSB 1, for Transit Products and Exports and CB6 for Local imports.
- Coordinating requisition of funds in respect of duties and taxes due for all imports and to ensure same paid in time as per due dates from TRA;
- Coordinating refunds due from TRA for Export and Bond cancellation for Transit, e.t.c; and timely follow up and collection of Refunds Payments due from TRA.
- Coordinating transit trucks loading plan as well as preparation of daily reports on transit loading
- Coordinating warehousing and removal entries (IM4) for all bulk CPP imports (provisional and perfection) in TANESW (Tanzania Electronic Single Window that is run by TRA)
- Coordinating assessment of Transit entries (IM8), Exports entries EX2 for all bulk CPP imports (provisional and perfection) in TANESW (Tanzania Electronic Single Window that is run by TRA)
- Coordinating Processing and updating bond securities, licenses, guarantees etc. and following up certified SBEs / returns / bond acquittals of all re-export and transit transactions from all depots and Marketing Department (for export);
- Coordinating Filing of all customs documents.
- Coordinating Processing of Supply of Bunker's to Foreign Registered Vessels (Ships) documentations (TPA , TRA e.t.c. )
- Coordinating with Ports authority and Shipping Agents regarding all Company's Fuel/Lubes / LPG Imports / Exports (Vessels handling only) – Interim Wharfage, Wayleave etc
- Coordinating sections' activities in the absence of Customs Clearance Supervisor.
- Perform any other work-related duties as directed by Superiors.

## Education & Qualifications

Advanced Diploma in Clearing and Forwarding / Accountancy/Finance or a University Degree

## Requirements

- At least 3 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, Power Window, TRA's Tanzania Electronic Single Window (TANESW) and Basic knowledge of In-House SAGE system etc.

### **Reporting To**

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Transit and Bunker Manager

### **Driving Licence**

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Not Required

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