



Zambia Cargo and Logistics Limited (ZCL) is a regional logistics service provider, wholly owned by the Government of the Republic of Zambia (GRZ) through the Industrial Development Corporation (IDC). ZCL operates terminals in Tanzania (Dar Es Salaam), Walvis Bay (Namibia), and has an operating center in Ndola, Zambia. The company serves customers across major regional corridors and is updating its database of transporters based in Zambia for potential partnerships in freight forwarding services.

ZCL is currently inviting applications from qualified Tanzanians for the following vacant positions:

1. **JOB TITLE: Workshop Manager — 1 Post**

**Required Qualifications:**

- Mechanical Engineering Degree/Diploma or related field.
- Certification in equipment maintenance or repair (forklifts, reach stackers).
- Minimum of five (5) years' experience in maintenance or workshop management within logistics or manufacturing.

**Personal Attributes:**

- Hands-on experience in maintenance and workshop management.

- Knowledge of machinery maintenance (forklifts, reach stackers).
- Familiarity with occupational health and safety regulations for heavy machinery.

### **Duties and Responsibilities:**

- Prioritize maintenance tasks and align schedules with logistics operations.
- Oversee preventive and corrective maintenance of machinery.
- Diagnose mechanical and electrical issues and provide prompt repairs.
- Maintain a log of service records and inspections.
- Lead and train a team of mechanics and technicians.
- Manage inventory of spare parts and workshop supplies.
- Prepare and manage the workshop budget.
- Track and report on equipment performance metrics.

## **2. JOB TITLE: Finance Manager — 1 Post**

### **Required Qualifications:**

- CPA (T), ACCA, ACA, ICMA or equivalent.
- Minimum five (5) years of experience, with at least two (2) years in a managerial role.
- Master's degree in Finance or Accounts preferred.
- Registered with NBAA as an Associate Certified Public Accountant.

### **Personal Attributes:**

- Strong leadership, communication, and interpersonal skills.
- Excellent computer skills.
- Ability to make informed decisions and manage team performance.

**Duties and Responsibilities:**

- Report to Director of Finance.
- Implement financial regulations, policies, and procedures.
- Guide the preparation of the company budget.
- Monitor and report performance against operating plans and accounting standards.
- Facilitate audits and implement recommendations.
- Ensure effective ERP implementation for financial transactions.
- Safeguard company assets through internal controls.

**3. JOB TITLE: Corporate Planning Officer — 1 Post**

**Required Qualifications:**

- Degree in Public Administration, Business Administration, or related fields.
- At least three (3) years of relevant experience, with two (2) years in a similar role.

**Personal Attributes:**

- Strong understanding of market trends within logistics.

- Proficiency in analyzing data and key performance indicators.
- Strong project management skills.

**Duties and Responsibilities:**

- Assist CEO in preparing reports and correspondence.
- Collaborate on creating and refining strategic plans.
- Track and analyze organizational performance and risks.
- Develop reports and presentations for stakeholders.

**4. JOB TITLE: Head of Security — 1 Post**

**Required Qualifications:**

- Form IV/VI certificate with relevant qualifications in Law, Security Management, or Criminal Justice.
- At least 3-5 years of security management experience in a leadership role.
- Police training in criminal investigation is an added advantage.

**Personal Attributes:**

- Knowledge of physical security, surveillance systems, and cybersecurity.
- Strong decision-making skills with a focus on safety.
- Excellent communication skills.

**Duties and Responsibilities:**

- Develop and implement security policies and procedures.

- Conduct risk assessments and improve security measures.
- Lead and train security personnel.
- Manage day-to-day security operations, including emergency response.
- Investigate and report security breaches.

## **5. JOB TITLE: Commercial Officer — 1 Post**

### **Required Qualifications:**

- Bachelor's degree in Business Administration, Commerce, or related field.
- Minimum of 3 years of experience in a commercial role.
- Knowledge of contract management and sales processes.

### **Personal Attributes:**

- Strong financial analysis skills.
- Excellent communication and negotiation abilities.
- High ethical standards and confidentiality.

### **Duties and Responsibilities:**

- Draft and review contracts, ensuring compliance with company policies.
- Build relationships with clients and suppliers.
- Conduct market research and support business strategies.
- Manage commercial performance reports.

## **6. JOB TITLE: ICT Assistant — 1 Post**

### **Required Qualifications:**

- Diploma in Computer Science, IT, or related field.
- At least three (3) years of relevant experience.

### **Personal Attributes:**

- Strong troubleshooting skills.
- Time management and multitasking abilities.
- Team-oriented and user-focused approach.

### **Duties and Responsibilities:**

- Troubleshoot software, hardware, and network issues.
- Perform routine system maintenance and updates.
- Support network administration tasks and oversee customer billing.
- Assist in the reproduction of technical drawings and photographs.

## **7. JOB TITLE: Operations Supervisor — 2 Posts**

### **Required Qualifications:**

- Diploma/Certificate in Logistics, Supply Chain, or related field.
- Minimum of two (2) years in logistics operations.
- Proven leadership experience in supervisory roles.

### **Duties and Responsibilities:**

- Supervise daily logistics operations, including transportation and warehousing.
- Implement safety protocols and optimize workflows.
- Analyze operational reports and KPIs.
- Provide training and mentorship to the operations team.

### **Application Instructions:**

Applicants must attach an up-to-date CV, including a reliable contact postal address, email, and phone number. Applicants must only apply based on the information provided in the advertisement. Form IV and VI result slips are not accepted. The presentation of forged certificates will result in legal action.

To apply for the above positions, send a detailed CV and copies of certificates via email to [recruits@zamcargo.co.tz](mailto:recruits@zamcargo.co.tz) , clearly marked with the position applied for. All applications must be submitted no later than close of business on **26th November 2024**.

Only shortlisted candidates will be contacted.