



## EMPLOYMENT ADVERTISMENT.



MANYANYA OIL LIMITED is a leading Petroleum Company in Southern highland of Tanzania with operations within the zone and outside. The Company is situated in the United Republic of Tanzania in Songwe region. Application are invited from ambitious, energetic and performance driven individuals to fill in vacant positions mentioned below:

### 1. ACCOUNTANT OFFICERS (03 POSTS)

**JOB TITLE:** ACCOUNTANT OFFICER

**REQUIREMENT AND QUALIFICATION:**

Advanced Diploma/Bachelor's degree in Business, Finance, Accounting, or related field with CPA/ACCA as an added advantage; knowledge of IFRS and experience in data analysis and financial reporting, proficiency in QuickBooks, MS Office suite Word, Excel and Outlook; an assertive personality, honest and of high integrity, committed to moral standards and keen to attention to detail with commitment quality reports.

**ADDITIONAL REQUIREMENT:**

Ability to scrutinize the financial statements of an organization and report on financial position.

To provide useful insight and unearth problematic situations regarding the finances.



**PURPOSE OF THE ROLE:**

This position is responsible for day to day performance of the finance and accounts office.

Offering assistance and guidance in the preparation, examination and analysis of financial statements, and other financial reports and to ascertain their accuracy. Completeness and conformance to reporting and procedural standards and maintain maximum level of compliance.

**2. OPERATION MANAGER (03 POSTS)**

**JOB TITLE:** OPERATION MANAGER

**REQUIREMENT AND QUALIFICATION:**

Bachelor degree of business management or related courses

OR

Bachelor degree in petroleum engineering, operations management

OR

Bachelor degree in Metrology operations management or related field.

**ADDITIONAL REQUIREMENT:**

- Leadership skills
- Time management
- Budgeting
- Analytical skills
- Decision making skills
- Customer service skills

**JOB PURPOSE:**

Provide inspired leadership for the organization.

- Make important policy, planning, and strategy decisions.
- Develop, implement and review operational policies and procedures.
- Assist HR with recruiting when necessary.
- Help promote a company culture that encourages top performance and high morale.
- ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Work with the board of directors to determine values and mission, and



plan for short and long-term goals.

- identify and address problems and opportunities for the company.
- Build alliances and partnerships with other organizations.
- In charge of day-to-day operations, which can include inventory, employee scheduling, ordering and receiving supplies
- maintain pumps and fuel supply and regularly report to company executives
- ensure that safety protocols are followed by both employees and customers and keep an eye on fuel prices, which fluctuate daily according to the market, and apply those prices to the gas sold at the station

### **3. HUMAN RESOURCES ASSISTANT (2)**

**JOB TITLE:** HUMAN RESOURCES ASSISTANT

**REQUIREMENT AND QUALIFICATION:**

- Bachelor's degree in human resources management or equivalent
- 0-2 years of experience in human resources or related field.
- Exposure to Labor Law and employment equity regulations.
- Experience in conflict resolution, disciplinary processes and workplace investigations.
- Experience in following and maintaining workplace privacy
- Experience using computers for a variety of tasks

**JOB PURPOSE:**

- Support all internal and external HR related inquiries or requests.
- Maintain digital and electronic records of employees.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Maintain calendars of HR management team.
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.
- Schedule meetings, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Conducting performance and wage reviews.
- Process payroll and resolve any payroll errors



- Developing clear policies and ensuring policy awareness.
- Creating clear and concise reports.
- Resolving conflicts through positive and professional mediation.
- Giving helpful and engaging presentations.
- Maintaining and reporting on workplace health and safety compliance.
- Handling workplace investigations, disciplinary and termination procedures.
- Maintaining employee and workplace privacy.
- Leading a team of junior human resource managers
- Produce and submit reports on general HR activity.
- Carrying out necessary administrative duties.
- Complete termination paperwork and exits interviews.
- Keep up-to-date with the latest HR trends and best practice.

#### **4. SALES LADIES (15)**

**JOB TITLE:** SALES AND MARKETING

**REQUIREMENT AND QUALIFICATION:**

Bachelor or Diploma in marketing management, Procurement and Logistics, business Administration or any other related professional

EXPERIENCE must have 1 to 2 years experiences in marketing Selling.

**JOB PURPOSE:**

- Work with customers with the most cheerful and pleasant disposition
- Give answers to customers' questions or concerns related to the product they are charged to sell and demonstrate good knowledge of the product
- Communicate and assist customers in any way possible and as the customers may require
- Deal with customer's complaints professionally and with restraint
- Close as many deals and transactions as possible
- Process or help process payments made by the customer – whether by in cash or credit card
- Bag products for the customers (if there's no other assigned to that)

Report sales accurately

- Develops sales strategies and approaches for various products and services, such as special promotions, sponsored events



- Answers questions from clients about product and service benefits
- Maintains excellent relationships with clients through superior customer service
- Prepare weekly and daily reports

## **5. DRIVERS (25)**

**JOB TITLE:** DRIVER

**REQUIREMENT AND QUALIFICATION:**

- Valid Driving license
- Driver profile experience
- Certificate of Driving Training certificate
- Must be at least 21 years old and above
- Can read and speak well enough to do the job (including being able to read traffic signs, complete forms, and converse with enforcement officers);
- Can safely operate the motor vehicle he/she will be driving;
- Is physically qualified to operate the vehicle in accordance with

**JOB PURPOSE:**

- Transport goods and/or packages to and from destinations  
Arrive at destinations on schedule
- Research and plan for traffic, construction and weather delays
- Ensure that the vehicle is always fueled and ready for use
- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up-to-date



**Mode of application submit:**

1. Application letter which include your contact
2. CV
3. Academic certificate

Address to

**HUMAN RESOURCE MANAGER**

**MANYANYA OIL LIMITED**

**P.O.BOX 132**

**TUNDUMA**

**All application should be sent to:**

manyanyabahati@gmail.com **OR** Submit directly to Human Resource Officer at

Manyanya Petrol station Tunduma.

**Deadline for sending application is the 17th December 2022.**

Applications, which do NOT include ALL of these elements, will NOT be considered.

Please note that only shortlisted candidates will be contacted