

JOB VACANCY

CUSTOMS DOCUMENTATION OFFICER



INDUSTRY: OIL AND GAS

HR World Ltd, on behalf of our client, we are looking for a meticulous and organized Customs Documentation Officer to manage the clearance of transit trucks and preparation of dispatching documents, ensuring full compliance with Tanzanian customs laws.

JOB RESPONSIBILITIES

- Process bonded transportation documents to ensure readiness for transit truck release.
- Closely monitor the status of transit Bills of Lading in TANESW to confirm whether transit trucks can be cleared.
- Liaise with and report to the Customs Clearing Supervisor on any challenges that may prevent loaded transit trucks from being dispatched.
- Assist in responding to TRA queries related to transit truck releases.
- Ensure timely documentation for loaded transit trucks to prevent release delays.
- Attend daily planning meetings with transporters' representatives and circulate reports for loading and parking feasibility decisions.
- Systematically file all transit truck release documents for easy retrieval when required.
- File return documents, when available, to confirm intended transit deliveries were completed per customs regulations.
- Provide support to other departments regarding customs laws and regulations by sharing input and guidance.
- Be prepared to work overtime when necessary.
- Perform any other work-related duties as directed by superiors.

JOB QUALIFICATIONS

- Diploma in Clearing & Forwarding, Tax Management or any related field.
- 2+ years of experience working as a Customs Documentation Officer.
- Good customer care practices.
- Understanding of SCT and NON-SCT (Single Customs Territory).
- Computer literate: MS Excel, MS Word, Tanzania Electronic Single Window (TANESW), etc.

SUBMISSION

Before 5th September 2025

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JOB VACANCY

CHIEF OPERATIONS OFFICER



INDUSTRY: INSURANCE

HR World Ltd, on behalf of our client we are seeking for a highly experienced and visionary Chief Operations Officer (COO) who will provide leadership in underwriting, claims, and overall operations. The role holder will be responsible for ensuring service excellence, operational efficiency, risk management, and delivery of customer-centric solutions, while reporting directly to the Chief Executive Officer.

JOB RESPONSIBILITIES

- Oversee underwriting and claims functions, ensuring alignment with the company's risk management framework.
- Drive operational efficiency and process re-engineering across all operational areas.
- Conduct market intelligence to align pricing and products with industry trends and profitability goals.
- Establish and enforce service level agreements and customer service standards across departments.
- Set, monitor, and manage operational budgets to ensure cost efficiency.
- Strengthen customer satisfaction and retention by streamlining service delivery.
- Build and maintain strong relationships with clients, brokers, agents, regulators, and industry stakeholders.
- Oversee the reinsurance program to ensure optimal coverage and risk management.
- Establish and manage an effective risk survey function.
- Lead talent development, staff retention, and performance management initiatives.
- Deliver on strategic and operational performance as defined by the company's scorecard and objectives.

JOB QUALIFICATIONS

- Bachelor's Degree in a relevant field; MBA is an added advantage.
- Professional qualification in Insurance (ACII) or equivalent.
- At least 10 years' experience, with 4-5 years in senior management within the insurance or financial services industry.
- Strong experience in operational risk management, process optimization, and cost containment.
- Proven ability to leverage technology and process automation for efficiency.
- Demonstrated track record of improving customer experience through operational excellence.

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• Head of Credit Underwriting Industry (Banking)	• Senior Sales Executive Industry (Infrastructure)
• Parts Sales Officer Industry (Automotive)	• Construction Engineer Industry (Renewable Energy)
• Branch Loan Officers (35 positions) Industry (Financial Institution)	• Construction Technician Industry (Renewable Energy)
• Assistant Project Manager Industry (Catering)	• Site Validator Industry (Renewable Energy)
• Transport Officer Industry (Catering)	• Site Launch Coordinator Industry (Renewable Energy)
• Workplace Banking Manager Industry (Banking)	• Field Technician Industry (Renewable Energy)
• Chief Operations Officer Industry (Insurance)	• Regional Administrator (4 positions) Industry (Renewable Energy)
• Custom Clearing Coordinator Industry (Oil and Gas)	• Expansion Technician Industry (Renewable Energy)
• Custom Documentation Officer Industry (Oil and Gas)	• Property Manager Industry (Real Estate)
• System Accountant Industry (Engineering)	• Site Foreman Industry (Real Estate)
• Finance Manager Industry (Engineering)	• Sales Officer Industry (Real Estate)
• Human Resources Officer Industry (NGO)	• Infrastructure Lead Industry (Banking)
• Civil Engineer Industry (Infrastructure)	

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JOB VACANCY

CUSTOMS CLEARING COORDINATOR



INDUSTRY: OIL AND GAS

HR World Ltd, on behalf of our client, we are looking for a highly skilled and detail-oriented Custom Clearing Coordinator to manage the clearance of local and transit petroleum volumes, coordinate customs duties/tax payments, and ensure full compliance with Tanzanian customs laws.

JOB RESPONSIBILITIES

- Ensure strict adherence to customs laws and regulations, coordinating with Administration and Finance to maintain all required licenses and certificates (OMC License, EWURA License, Customs License, TAFFA Certificate, and TASAC License).
- Manage timely declaration, assessment, and payment of duties/taxes for local and transit petroleum products.
- Prepare tax forecasts using allocated volumes and share with Finance/Treasury for payment planning.
- Respond promptly to government agencies' queries (TRA, EWURA, TPA, etc.) regarding unpaid declarations or invalidated transit entries.
- Receive loading instructions from traders, arrange truck loadings, and advise on stock balances to avoid product overflows.
- Monitor, update, and report on loadings, incoming vessels, and global transit stock using SAGE X3 for decision-making.
- Ensure timely documentation for loaded transit trucks to prevent release delays.
- Monitor transit parcel age reports, applying for extensions if necessary to avoid penalties.
- Coordinate manifest changes and BL re-allocations as instructed by traders.
- Conduct daily planning meetings with transporters' representatives and circulate reports for operational planning.
- Supervise transit loadings at third-party terminals and ensure driver support for smooth operations.
- Ensure timely clearance of trucks at borders and facilitate bond returns to minimize outstanding transit entries.
- Prepare monthly analytical loading reports for transit movements.
- Supervise monthly stock reconciliation per BL and communicate localization and local import figures to EWURA for regulatory compliance.
- Systematically file transit release and return documents for easy retrieval.
- Provide guidance to other departments on customs laws and regulations as required.
- Perform any other duties assigned by superiors.

JOB QUALIFICATIONS

- Advanced Diploma in Clearing & Forwarding, Accountancy, Finance, or Engineering or related field.
- Minimum 2 years post-qualification experience.
- Good knowledge of Tanzanian taxation systems.
- Understanding of SCT and NON-SCT (Single Customs Territory).
- Computer literate: MS Excel, MS Word, Tanzania Electronic Single Window (TANESW), etc.
- Excellent report writing and analytical skills.

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QUANTITY SURVEYOR



INDUSTRY: LOGISTICS

LOCATION: MOROGORO

HR World Ltd on behalf of our client, we are looking for a Quantity Surveyor who will be responsible for managing all aspects of the contractual and financial side of construction projects. The Quantity Surveyor will ensure that projects are completed within budget, while meeting quality standards and contractual obligations.

JOB RESPONSIBILITIES

- Prepare, review, and manage cost estimates, budgets, and bills of quantities.
- Monitor and control project costs to ensure adherence to budget.
- Prepare and evaluate tenders, quotations, and contracts.
- Conduct site visits to monitor work progress, measure completed works, and prepare valuations.
- Identify, analyze, and manage risks associated with construction projects.
- Negotiate and manage contracts with contractors, suppliers, and stakeholders.
- Provide advice on contractual claims, variations, and dispute resolution.
- Ensure compliance with legal, regulatory, and safety requirements.
- Prepare financial reports and project status updates for management and clients.

JOB QUALIFICATIONS

- Bachelor's Degree in Quantity Surveying, Civil Engineering, or a related field.
- Minimum of 3 years' experience in a similar role within the construction industry.
- Strong knowledge of construction contracts, procurement, and cost management.
- Excellent numerical, analytical, and negotiation skills.
- Proficiency in MS Office and Quantity Surveying software (e.g., AutoCAD, CostX, or similar).
- Strong communication and interpersonal skills with the ability to work under pressure.

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JOB VACANCY

ACCOUNTING & PROCUREMENT OFFICER



INDUSTRY: TECHNOLOGY

HR World Ltd, on behalf of our client, we are seeking a detail-oriented and proactive Accounting & Procurement Officer who will be responsible for ensuring accuracy in financial reporting, managing compliance, supporting audits, and overseeing procurement processes.

JOB RESPONSIBILITIES

- Ensure accuracy and timely preparation of monthly and quarterly financial reports.
- Prepare Board write-ups, presentations, and annual financial statements.
- Conduct variance analysis, communicate findings, and ensure timely submission.
- Perform financial models' health checks and highlight abnormalities for correction.
- Oversee preparation, review, and sign-off of balance sheet reconciliations.
- Review provision accounts periodically, including freight on inventory.
- Collaborate with corporate teams to resolve outstanding NSSF/VAT receivables.
- Ensure effective execution of internal and external audit plans.
- Provide technical accounting guidance and support to team members.
- Review monthly payroll costs and prepare trend analysis reports.
- Ensure timely supplier payments and up-to-date reconciliations.
- Monitor related party transactions and maintain compliance records.
- Review monthly payment plans for cash flow management.
- Ensure timely booking of back charges and deductions from suppliers.
- Monitor and control G&A costs for all support departments.
- Review and update Standard Operating Procedures periodically.

JOB QUALIFICATIONS

- Bachelor's Degree in Accounting, Finance, or related field (CPA/ACCA preferred).
- Proven experience in financial reporting, audits, and tax compliance.
- Strong analytical and problem-solving skills with attention to detail.
- Advanced proficiency in Excel and accounting systems.
- Excellent communication, presentation, and interpersonal skills.
- High ethical standards and ability to work under strict deadlines.
- Excellent understanding of networking, load balancing, firewalls, and cloud-based infrastructure security.
- Strong leadership, problem-solving, and stakeholder management skills.
- Excellent communication skills – able to collaborate across teams and management levels.

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HUMAN RESOURCES MANAGER



INDUSTRY: OIL & GAS

HR World Ltd, on behalf of our client, we are seeking an experienced and strategic Human Resources Manager who will be responsible for driving HR strategy, talent management, employee relations, and administrative services in alignment with company policies, labour laws, and global standards.

JOB RESPONSIBILITIES

- Develop and implement HR policies and practices that support business objectives while ensuring compliance with Tanzanian labour laws and ethics.
- Oversee talent acquisition, staffing strategies, and succession planning to attract and retain high-calibre talent.
- Drive career management initiatives, including identification of High Potentials (HPs), career reviews, and implementation of career development programs in liaison with Talent Developers and Heads of Departments.
- Lead the design and execution of the Annual Learning & Development Plan.
- Manage employee performance frameworks, train managers on conducting effective reviews, and oversee compensation processes including salary benchmarking, annual reviews, and bonus schemes.
- Administer employee benefits and ensure accurate and timely payroll processing.
- Manage HRIS systems (Anael Payroll, EIS, HR, HR4U) and produce HR reports for decision-making.
- Lead HR projects such as employee surveys, Diversity initiatives, Young Graduate (YG) program, and VIE program.
- Serve as the first point of contact for Employee Relations issues, providing guidance on labour law and managing disciplinary and grievance processes.
- Ensure compliance with labour regulations and liaise with TRA, NSSF, WCF, auditors, trade unions, and other external authorities.
- Oversee office accommodation, logistics, and expatriate management.

JOB QUALIFICATIONS

- Bachelor's Degree in Business Administration or Human Resources or a related field. Postgraduate Diploma or Master's Degree in HR Management is an added advantage.
- Minimum 10 years' HR experience, at least 5 years in a senior leadership role of similar scope.
- Strong technical expertise in HR strategy, talent management, performance management, compensation, and employee relations.
- Proficiency with HRIS systems and payroll administration.
- Strong negotiation, judgment, and anticipation skills.

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