



1. Vacant Position: Operations Field Officer (3)

Key Responsibilities

- To manage and clear customs documentation/consignment for clearing and forwarding at customs Area (Sea port/Airports, ICD and Borders)
- To provide bank receipt to Customs officer in charge of accounting in order to certify the payment in TANCIS system.
- To arrange cargo physical verification within a day after selectivity
- To get proof of duty assessment before logging document to wharf office in one day after Pre-Arrival Assessment and rotation number is allotted.
- To notify GM/Ops Manger the status has changed to “query” and the reasons for the query if any
- To follow up and answer all queries found If there are some errors in data entry or irregularities found during physical inspection
- To represent the client during physical verification the cargo to cover the interest of clients
- To clear and forward their consignments at customs Are (Sea port/Airports, ICD and Borders) within a limited period of time.
- To hire the suitable transportation of goods to take the cargo out of warehouse or Customs area (Sea port/Airports, ICD and Borders)
- This position may require a weekend schedule on a rotation basis and not limited to working a holiday schedule based on the needs of the operation and requirements of the clients
- File break/down, classifying data entry, photocopying, scanning and some assembling of entries
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Requirements:

- Minimum 2 years of relevant experience
- A minimum EACFFPC or Diploma would be an advantage in Clearing and Forwarding
- Knowledge and experience in freight forwarding experience would be an advantage
- Must have knowledge of government procedures relating to imports & exports knowledge of customs laws pertaining to Tanzania, East and central Africa.
- The candidate should be very conversant with customs tariff act, clearing and forwarding procedures, and clearance of goods at customs Are (Sea port/Airports and Borders)
- Must be very conversant with custom laws, tariff schedules and classifications, Government rules, prohibited list of items for importation, import and export regulations and procedures, shipping procedures and documentations

2. GENERAL REQUIREMENTS

Other Skills & Competencies

- Excellent knowledge of different customs online systems in East and central Africa such as TANCIS, ASYCUDA, SIMBA, KENTRADE, and TRADEX systems
- Excellent Interpersonal and communication skills
- A very fast learner and attention to details
- Initiative and self-motivated
- Working in dynamic environment
- Flexible as the situation demand
- Working with people of different nature and culture (team player).
- Working under minimum supervision

3. MODE OF APPLICATION

Candidates are required to provide their detailed Curriculum Vitae by including copies of academic relevant certificates, Letter for Local Authority (Barua ya serikali za mitaa yenye picha) and three work related referees together with there cantactaddresses. The application should be submitted to:

General Manager

EPIC POINT LTD

4th Floor Luther House, Sokoine Drive

P.O. Box 14753, Dar Es Salaam

Tell: +255 22 2113105,

Email: info@epicpoint.co.tz

Web: www.epicpoint.co.tz

All the application should reach EPIC POINT LTD on or before 30/November /2017 at 12:00pm. Only shortlisted will be contacted.

NB: EPIC POINT LTD is an equally opportunity employer