



## **1. Vacant Position: Declaration Officer (1)**

### **Key Responsibilities**

- Receive and file all required Import/Export documentations from the GM/Ops Manager for declaration process
- Scrutinize, Confirm and re-confirm and ensure the Import/Export HS codes and incoterms are accurate applied before lodging the documents to TANCIS system accordingly
- Promptly prepare and make declarations of customs entries within agreed service levels
- Undertake all declaration procedures and processes for Imports/Exports and accurately lodging the Documentation to TANCIS system accordingly
- Ensure the Customs entries are prepared with Zero errors during lodging to TANCIS system accordingly
- Promptly communicate discrepancies/ issues to GM/Ops Manager Declaration when necessary
- Closely follow up to ensure taxes have been prompt paid at TANCIS system
- Monitoring and ensure entries have been processed at TANCIS system once payment has been made to avoid delays
- Ensure taxes payables have been captured correctly before accepting the taxes/duties before print the assessment for payments
- Compare and ensure manifested details tally with the shipping documents
- Tracking shipments, updating customers on arrival information and ensuring correct shipping documentation
- Advise the management on correct and most preferred course of action to overcome technicalities that may arise in declaration or clearing operations
- Perform quality assurance on work processed and prepare daily report to all on going declarations documents
- Must have knowledge of government procedures relating to imports & exports knowledge of customs laws pertaining to Tanzania, East and central Africa.
- 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
- All other tasks as assigned by supervisor and or manager.

### **Requirements:**

- A Minimum of 3 years' experience in the same capacity
- Highly conversant with TANCIS system
- A minimum EACFFPC or Diploma would be an advantage in Clearing and Forwarding
- Knowledge and experience in freight forwarding experience would be an advantage
- Experience and full understanding of Airfreight and Sea freight clearance procedures
- Ability to maintain good working relationships with all stakeholders in the field.
- Good interpersonal relations and communication skills.
- Flexible in work habits and schedules, ready to work for longer hours when required.
- Must have knowledge of government procedures relating to imports & exports knowledge of customs laws pertaining to Tanzania, East and central Africa.
- Possess a high degree of integrity, honesty and confidentiality.
- Ability to generate and write daily reports

## 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](mailto:info@epicpoint.co.tz)

Web: [www.epicpoint.co.tz](http://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