



Job Description

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Job Title Assistant – Tax & Logistics	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Junior	Industry -
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Assistant – Tax and Logistics will function within the Procurement and Logistics team at Schneider Electric working on the EACOP Project and will be based out of Dar es Salaam, Tanzania. They will support Tax, Logistics and Procurement topics.

Responsibilities

Tax Regime on the EACOP Project

- In coordination with EACOP Company and Project Finance, coordinate implementation of VAT Exemption Regime to Local and International Procurement as well as to imports.
- Forecast Deliverables
- Identify and Communicate Challenges" Measurement, Tracking and Documentation
- Facilitate and Spearhead all Letters related to the Processes > Interface with EACOP CPY, URA and Suppliers

Logistics

- Ensure proper documentation for imports / exports and in regard to VAT and Duty Exemption
- Guide Global and Local Procurement Teams as to Processes and Procedures in relation to Customs Clearance, Warehousing, Taxes & Levies
- Implement Tracker for Logistics Costs Over-runs
- In-charge of Temporary Storage Facilities in Kampala and at Sites

Procurement Support

- Close work coordination with Procurement Officer and Tax & Logistics colleagues
- Support Purchase Requisition and PO Processes
- Implement Tracker for Logistics Costs Over-runs
- Maintain fully structured Digital and Physical record of files and letters

Education & Qualifications

- University Qualifications Preferred (Commerce, Business, Tax and Logistics and Related)

Requirements

- At least 1 – 3 Years experience in a Professional Work Environment
- Customs Clearance, Logistics, Tax Coordination & Management

Characteristics

Knowledge and Workplace Skills

- **Resilience:** Emotional Intelligence; Workplace Maturity. Overcome Negative or Redirecting Feedback Quickly
- **Growth Mindset:** Agility, Capacity to take-up instruction, listen, learn and open to being guided. Quickly raises challenges encountered with Management for timely resolution
- **Agile Mindset**
 - > Clarity in Tasks, Time Management and Prioritization
 - > Multitasking Skills Development: Sound ability to handle multiple tasks, set priorities and meet deadlines.
- **Digital Mindset:** Digital Workplace Connection: OUTLOOK, TEAMS, CO-PILOT.
- **Digital Skills:** Can use Laptop Computers Effectively (with a mouse) and Proficient in Microsoft Packages (WORD, EXCEL, POWERPOINT). Candidate to undergo tests to verify digital skills. Test results to be shared with SE
- **Penchant for Detail and Accuracy** in Task Execution and Reporting
- **Self-Driven** with a high level of professional and personal integrity
- Strong communication skills

Reporting To

- General Manager

Driving Licence

Not Required

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