

# Employment Opportunity

## Zambia Cargo and Logistics Limited (ZCL)

Zambia Cargo and Logistics Limited (ZCL) is a regional logistics service provider wholly owned by the Government of the Republic of Zambia (GRZ) through the Industrial Development Corporation (IDC). ZCL operates terminals in **Dar es Salaam (Tanzania)** and **Walvis Bay (Namibia)**, with its operating centre in **Ndola, Zambia**.

ZCL invites applications from **suitably qualified Tanzanians** to fill the following vacant positions:

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## 1. Security Officer – (1 Position)

### A. Required Qualifications

- Certificate or Diploma in **Security Management, Criminology, Law Enforcement**, or a related field.
- Valid **UKT Course Certificate**.
- Minimum of **3–5 years' experience** in a security management role, preferably in a logistics or institutional environment.
- Experience with **CCTV, access control systems, and alarm systems**.
- Strong knowledge of **risk assessment, emergency preparedness, and crisis management**.
- Experience managing security teams and coordinating with third-party security providers and local law enforcement.

### B. Personal Attributes

- Strong knowledge of physical security and surveillance systems.
- Proven skills in risk assessment, crisis response, and regulatory compliance.
- Leadership ability with strong communication and team-motivation skills.
- Ability to make quick and effective decisions under pressure.
- Excellent written and verbal communication skills.

### C. Duties and Responsibilities

- Conduct regular patrols to detect unusual activities or security breaches.
- Monitor and secure access points, gates, and doors.
- Develop and implement security policies and procedures.
- Manage installation and operation of CCTV, alarms, and access control systems.
- Conduct regular risk assessments and recommend mitigation measures.

- Respond to incidents and emergencies in coordination with internal and external stakeholders.
  - Maintain accurate incident reporting systems.
  - Train and supervise security personnel.
  - Liaise with law enforcement and emergency services.
  - Prepare and submit regular security reports to management.
  - Ensure compliance with local safety and security regulations.
  - Perform any other duties assigned by management.
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## 2. Tally Clerk – (1 Position)

### A. Required Qualifications

- Form IV Certificate or Diploma in **Logistics and Transport, Supply Chain Management, Warehouse Operations, Business Administration**, or related field from a recognized institution.
- At least **three (3) years' work experience**, including a minimum of **two (2) years** in tallying, warehouse operations, cargo handling, or inventory control.
- Basic computer skills, including **MS Excel** or Warehouse Management Systems (WMS).

### B. Attributes

- High level of accuracy, integrity, and attention to detail.
- Good understanding of warehouse, ICD, or port operations.
- Ability to work in a fast-paced environment and perform physical tasks when required.
- Strong communication and teamwork skills.
- Reliable, punctual, and flexible to work shifts, weekends, or extended hours.

### C. Duties and Responsibilities

- Count and record all incoming and outgoing cargo.
- Verify cargo against bills of lading, packing lists, and invoices.
- Maintain accurate inventory and stock records.
- Inspect cargo for damages and report discrepancies.
- Ensure proper labeling, classification, and storage of goods.
- Assist with weighing, measuring, and documentation of shipments.
- Update inventory systems and prepare daily or weekly tally reports.
- Support periodic stock-taking exercises.
- Liaise with warehouse staff, forklift operators, drivers, and logistics teams.
- Investigate discrepancies and report issues to management.
- Ensure compliance with safety regulations and warehouse procedures.
- Perform any other duties assigned by a competent authority.

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## Important Notes

- Applicants must attach an **up-to-date CV** with valid postal address, email, and telephone contacts.
- Applications must strictly follow the information provided in this advertisement.
- **Form IV and Form VI result slips will NOT be accepted.**
- Submission of forged certificates or false information will result in **legal action**.


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## Mode of Application

Interested and qualified candidates should submit:

- A detailed **Curriculum Vitae**
- Copies of **academic and professional certificates**

Send applications via email to:

 **recruits@zamcargo.co.tz**

**Email subject:** Clearly indicate the position applied for.

 **Application deadline:** *29th December 2025 (Close of Business)*

Only shortlisted candidates will be contacted.

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**Zambia Cargo and Logistics Limited**  
*A Member of the IDC Group of Companies*