

## **About Us**

Zambia Cargo and Logistics Limited (ZCL) is a regional logistics service provider and wholly owned by the Government of the Republic of Zambia through the Industrial Development Corporation (IDC). ZCL operates dry ports in Dar Es Salaam, Tanzania and Walvis Bay, Namibia. The company also has a regional freight forwarding office in Ndola, Zambia and is present at various border points.

## **Location**

Dar es Salaam

Zambia Cargo & Logistics (ZCL) is inviting applications from suitably qualified Tanzanians to be considered for employment to fill vacant positions listed hereunder.

## **Procurement Manager – 1 Post**

### **A) Responsibilities for the Role**

- Develop and implement procurement strategies aligned with the company's goals.
- Ensure cost-effective procurement of goods and services while maintaining quality and compliance standards.
- Monitor market trends and identify opportunities.
- Oversee vendor selection, evaluation, and management processes.
- Negotiate contracts and agreements with suppliers to ensure favorable terms and conditions.
- Maintain strong relationships with key suppliers and monitor their performance.
- Manage procurement budgets and ensure that procurement activities are within budgetary constraints.

- Monitor and control procurement costs, identifying areas for potential savings.
- Prepare and present procurement reports to senior management.
- Ensure procurement activities comply with company policies, legal requirements, and industry regulations.
- Identify and mitigate risks associated with procurement processes and supplier relationships.
- Conduct regular audits and reviews of procurement processes to ensure compliance.
- Lead and supervise the procurement team, providing guidance and support.
- Conduct performance evaluations and identify training and development needs.
- Foster a collaborative and results-oriented team environment.
- Coordinate with other departments to understand their procurement needs and priorities.
- Communicate procurement policies and procedures to relevant stakeholders.
- Address and resolve any issues or disputes related to procurement activities.
- Perform any other duties that may be assigned by a reporting supervisor.

## **B) Minimum Acceptable Qualifications**

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or a related field.

- Professional certification is advantageous.
- 7-10 years of experience in procurement, with at least 3-5 years in a managerial or supervisory role.
- Experience in procurement within the logistics or.

### **Preferred**

- Strong knowledge of procurement principles, supply chain management, and contract management.
- Excellent negotiation, analytical, and decision-making skills.
- Proficiency in procurement software and Microsoft Office Suite.
- Strong leadership and communication skills.

### **How to Apply**

1. Send the cover letter and your email subject must clearly mark “the position applied”.
2. Attach your CV and copies of your certificates to [recruits@zamcargo.co.tz](mailto:recruits@zamcargo.co.tz).

Deadline for application: 24th November 2025

Note: Only shortlisted candidates who meet the criteria shall be contacted.

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## **Truck Drivers – 3 Posts**

### **A) Responsibilities for the Role**

- Safely transport containers and cargo between ZCL premises, the port, and client destinations in accordance with company schedules and route plans.
- Conduct daily pre-trip and post-trip inspections of the truck to ensure roadworthiness, cleanliness, and compliance with safety and maintenance standards.
- Verify cargo and shipping documents for completeness, accuracy, and compliance with.
- Load and unload cargo in coordination with warehouse and port teams, ensuring proper handling to prevent damage or loss.
- Ensure timely delivery of goods and maintain communication with dispatch or the operations supervisor in case of delays, incidents, or route changes.
- Monitor fuel usage and report mileage, fuel consumption, and any irregularities to the supervisor.
- Submit proof of delivery (POD) and relevant documentation immediately after each completed trip.
- Adhere strictly to traffic regulations, company safety policies, and driver conduct standards at all times.
- Report mechanical issues or faults promptly to the workshop or maintenance team.

- Assist in vehicle servicing schedules, ensuring preventive maintenance is completed on time.
- Maintain trip logs, delivery records, and ensure accurate reporting of hours worked.
- Represent ZCL professionally while interacting with port officials, clients, and other stakeholders.
- Support in route planning and provide feedback for improving efficiency and reducing turnaround time.
- Perform any other duties that may be assigned by a reporting supervisor.

## **B) Minimum Acceptable Qualifications**

- Valid Tanzanian Driving License – Class E or CE required.
- At least 3-5 years of proven experience driving heavy trucks or container carriers in a logistics, transport, or freight environment.
- Knowledge of port operations, customs clearance.
- Defensive driving or road safety training will be an added advantage.
- Strong sense of responsibility, discipline, and time management.

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## **Customs Clearing Officer – 1 Post**

### **A) Responsibilities for the Role**

- Preparing, reviewing, and submitting customs declarations for imports and exports in compliance with customs regulations.
- Completing and processing all required documentation such as bills of entry, certificates of origin, commercial invoices, and tariff codes.
- Liaising with customs authorities to ensure timely clearance of goods at ports and border posts.
- Coordinating with freight forwarders, transporters, and warehouse teams to facilitate smooth delivery after clearance.
- Classifying goods correctly according to the Harmonized System (HS) codes and ensuring accurate duty and tax calculations.
- Maintaining updated knowledge of tariff schedules, duty rates, exemptions, and import/export procedures.
- Advising clients on customs regulations, tax obligations, and import/export restrictions.
- Handling disputes, delays, or queries with customs by providing additional documentation or clarifications as required.

- Conducting internal checks and audits of customs documentation to ensure compliance and accuracy.
- Maintaining detailed records of customs declarations, payments, and clearance transactions.
- Preparing reports on customs clearance performance, costs, and turnaround time.
- Identifying potential risks or issues in customs processes and recommending corrective measures.
- Ensuring proper documentation and insurance coverage for goods handled through customs.
- Perform any other duties that may be assigned by a reporting supervisor.

## **B) Minimum Acceptable Qualifications**

- Diploma or Bachelor's degree in Customs Management, Logistics, Supply Chain Management, or a related field.
- Certification in customs clearing or international trade (e.g., FIATA Diploma or a relevant customs certification).
- 3-5 years of experience in customs clearing, freight forwarding, or logistics.
- Extensive experience with customs documentation, clearance procedures, and regulatory bodies to facilitate import and export operations.
- Thorough understanding of customs regulations, import/export laws, and tariff classifications.
- Familiarity with customs brokerage, valuation.

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