

We are Hiring

HR OFFICER

 **DUTY STATION:**
Azam Media Limited
Dar es Salaam

 **EMPLOYMENT TYPE:**
Full Time



JOB PURPOSE

To support the Human Resources Department in the implementation and coordination of performance management initiatives, training and development programs, and overall HR operational activities across Azam Media Limited.

KEY RESPONSIBILITIES

1. Performance Management Support
2. Learning & Development Coordination
3. HR Operations & Administration
4. Employee Relations & Compliance
5. Reporting & Documentation

QUALIFICATIONS & EXPERIENCE

Academic Qualifications

- Bachelor's Degree in Human Resource Management, Public Administration, Business Administration, Industrial Relations, Law, or related field.
- Candidates with a Bachelor of Laws (LLB) qualification or legal background will have an added advantage.

Professional Qualifications

- Professional HR certification will be an added advantage.
- Knowledge of Tanzanian Labour Laws and employment regulations is highly preferred.

Experience

- Minimum of 2–4 years of experience in Human Resources or related field.
- Experience in performance management, employee relations, recruitment, training coordination, and HR administration is preferred.
- Experience in a fast-paced corporate environment will be an added advantage.

KEY PERFORMANCE INDICATORS (KPIs)

- Timely completion of performance appraisal processes.
- Effective coordination of training programs and employee participation.
- Accuracy and completeness of HR records and reports.
- Timely closure of HR operational requests.
- Compliance with HR procedures and documentation standards.
- Quality and timeliness of HR reporting and follow-up activities.
- Effectiveness in supporting HR initiatives across departments.



APPLY NOW >

Please submit your CV to
recruitment@azam-media.com

Kindly indicate which post you are applying for in the subject line of your email.

Application Deadline:
23th May, 2026.



We're Hiring!!

JOB TITLE: Corporate Revenue Coordinator

JOB SUMMARY:

This Corporate Revenue Coordinator will first track adverts and sponsorship finance alignment but in all times will also play goal of being a bridge between ground sales team, adverts sales, sponsorships, marketing and company finance department. He is ground finance/distribution/adverts/coordination and resolution network at office corner.

Key Responsibilities

- Responsible for helping all accounts management of sales and marketing and other partners (Adverts/sponsorships and related)
- Payment/cheques follow ups with adverts and sponsorship clients and corporates especially government agencies.
- Coordinating the accounting/finance activities between sales & adverts and finance (a liaison between sales and finance).
- Responsible for hardware sales order processing and release of DO to Stores and follow up on deliveries end process.
- Responsible for reporting all deliveries with FIFO alignment to field sales staff/sales.
- Responsible for all deposits detection and alignment to corporates and agents accounts in relation to revenue monitoring.
- In every end of month will help to prepare all invoices for corporates and related customer and at any time tea.
- Delivering invoices physically and via emails for both adverts and corporates.
- Responsible for forecasting the delivering processes and advice the management.
- Responsible for all CRDB and NMB payments updates about detected and undetected deposits.
- Will be in charge of gap filling during the weekend selling and subscription processing so that company does not miss out great sales that normally happens over weekend.
- Communication for Finance Resolutions Matrix related to all operation corners which has direct connections to finance matters (price changes, marketing, sales, IT and finance angles)
- He will be responsible on translating financial statement to agents in case of understanding issues.
- Responsible for retrieval of all banking deposits done by our partners and align with staffs in department accordingly.

- Responsible for helping to handle repair center invoice preparation.
- Technically, he will also be an advisor on finance management in relation to sales /adverts efficiency.
- Align & support clients and adverts freelancers in understand/lead processing their statement plus commissions.
- Will play great role in liaising with Data entry section on communication about shortfall in databases.
- Will help to ensure the adverts and sponsorship aligned well with client's advertisement and timely wishes.
- Responsible for any other associated duties assigned to you

Key Responsibilities

1. 100% timely financial attainment on adverts and corporate sales.
2. Meet 100% Schedule for adverts as per payment FIFO
3. Helping 100% sales, sponsorship, adverts and marketing on finance translation and its management.
4. Monthly report for communication status and challenges with its way forward
5. Timely report on daily, weekly and monthly.
6. Timely resolution on all Azam Stake holders in relation to Finance.
7. Updating records for all partners.

QUALIFICATION

1. Bachelor's Degree/Diploma in accounting, banking or finance.
2. Computer skills especially in word, Excel, Power point.
3. All accounts and finance data recording systems.
4. Excellent communication presentation
5. Excellent customer service skills and good PR
6. Well-developed problem solving and analytical of behavior.
7. Experience at list 3 or 5 years in handling supervising directs accounting processes and its data analysis.

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Application Deadline:
20th May, 2026.