



## 1. JOB TITLE: **Fleet Officer**

**Location:** Tanzania-Dangote Cement Trans., Tanzania-Dangote Cement Trans.

**Company:** Dangote Industries Limited

### **Job Summary**

- Provide support for the implementation of DIL's Transport policies and processes by participating in planning/ coordinating movement of cement products and/ or materials between the Plant and approved areas.

### **Key Duties and Responsibilities**

- Manage vehicular traffic, including loading activities (off-loading and on-loading) at the Plant to ensure overall orderliness and efficiency of depot operations.
- Ensure appropriate storage of incoming materials at the designated facilities in the Plant.
- Coordinate loading of products onto allocated trucks for dispatch to approved locations outside the Plant.
- Ensure that all plant logistics activities comply with DIL's Health, Safety, and Environment standards.
- Coordinate efficient and timely loading of customers' trucks with purchased products on a FIFO basis.
- Develop and submit reports of logistics activities at the Plant and provide recommendations where necessary.
- To ensure recovery of AGO for short kilometres.
- To ensure all accident and related documents are collected on time.
- To ensure all vehicles are coming with raw materials from designated location whenever there's feasibility of collecting raw materials.
- To ensure timely allocation of vehicles for collecting spares and other required by plant or other used department. Liaising with Transporters acquiring

information on: Arrival of Trucks, Truck Breakdowns, and any other Emergency Occurrences

- Perform any other duties assigned by your HOD & senior.

## **Key Requirements**

### **Education & Work Experience**

- Bachelor's degree or its equivalent in business, Transport & logistics, or any other related field
- Minimum of two (3) years' experience in Transport management

### **Skills & Behaviour**

- Good understanding of trends, challenges, opportunities, regulations and legislations relating to the cement manufacturing industry.
- Sound knowledge of DIL's product and service offerings.
- Working knowledge of inventory management terminologies, methodologies and approach
- Basic knowledge of system-based inventory management systems
- Strong analytical and problem-solving skills
- Excellent oral and written communication skills
- Attention to detail and quality
- Willingness to learn, improve and adapt to changing requirements
- Basic knowledge of relevant supporting tools and technologies such as MS Excel, Project Management applications, etc.

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## **2. JOB TITLE: Senior Logistics Officer**

**Location:** Mtwara Plant Tanzania, Mtwara Plant Tanzania

**Company:** Dangote Industries Limited

### **Job Purpose:**

The Senior Logistics Officer is responsible for coordinating, supervising, and optimizing the end-to-end logistics operations including transportation, warehousing, third-party services, and import/export processes to ensure timely and cost-effective delivery of goods and services.

## **Key Responsibilities**

### **1. Logistics Planning & Coordination**

1.
  - Plan and execute logistics strategies to meet operational requirements.
  - Coordinate inbound and outbound shipments, ensuring timely and accurate deliveries.

### **2. Plant and Depot Operations Supervision**

2.
  - Oversee plant and depot activities, including material receipt, storage, dispatch, and documentation.
  - Ensure compliance with safety, quality, and inventory control standards.

### **3. Third-Party Logistics (3PL) Management**

3.
  - Manage and evaluate performance of transporters, clearing agents, and other logistics vendors.
  - Negotiate contracts and ensure SLA compliance for third-party services.

### **4. Import and Export Operations**

4.
  - Monitor and control import/export processes including shipping documentation, customs clearance, and regulatory compliance.
  - Liaise with freight forwarders and regulatory bodies for smooth cargo movement.

### **5. Port Operations Oversight**

5.
  - Supervise port activities such as cargo unloading, warehousing, and transport to final destinations.
  - Coordinate with port officials and clearing agents to expedite cargo handling.

### **6. Reporting and Analysis**

6.
  - Prepare and submit regular logistics performance reports.
  - Analyze logistics data to identify trends, risks, and opportunities for improvement.

## 7. Team Leadership

- 7.
  - Provide direction, training, and support to junior logistics staff.
  - Ensure clear communication and accountability across logistics teams.

## Qualifications and Experience

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or related field.
- Minimum of 5 years experience in logistics or supply chain operations, with at least 2 years in a supervisory role.
- Strong knowledge of import/export regulations, port operations, and 3PL management.
- Proficiency in Microsoft Excel and logistics/ERP systems (e.g., SAP, Oracle, TMS).

## Skills and Competencies

- Strong leadership and decision-making skills
- Excellent organizational and multitasking abilities
- Strong negotiation and vendor management skills
- Analytical thinking and problem-solving
- High attention to detail and accuracy
- Excellent communication and interpersonal skills

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## 3. JOB TITLE: **HSE Officer**

**Location:** Mtwara Plant Tanzania, Mtwara Plant Tanzania

**Company:** Dangote Industries Limited

### **Job Summary**

The HSE Officer supports the Head of HSE in implementing and maintaining DCLT's Health, Safety, and Environmental (HSE) standards across all aspects of cement plant operations. This role ensures regulatory compliance and alignment with internal HSE protocols by conducting daily workplace inspections, monitoring safety practices, and promoting a proactive safety culture. The HSE Officer plays a vital role

in identifying risks, investigating incidents, following up on corrective actions, and contributing to the safe and efficient operation of the facility.

### **Key Duties and Responsibilities**

- Assist the Head of HSE in identifying and assessing risks and potential hazards across all plant operations.
- Provide input into the development and implementation of risk mitigation strategies.
- Maintain daily presence within the plant to ensure proper safety standards or practices.
- Conduct routine inspections to verify HSE compliance in assigned areas.
- Participate in investigations of incidents and near misses.
- Prepare formal reports with findings and recommendations for corrective actions.
- Execute and follow up on HSE corrective action plans.
- Inspect daily work permits & JSA to ensure adherence to procedures.
- Track and report HSE non-conformances, ensuring timely resolution.
- Assist with regulatory compliance and monitor updates to relevant standards.
- Participate in HSE meetings and deliver training sessions as required.
- Promote safety awareness by leading through example.
- Conduct daily safety briefings or toolbox talks within assigned areas.
- Develop and submit daily inspection reports.
- Report unsafe acts, conditions, or near misses promptly.
- Actively support the planning and execution of emergency evacuation drills.
- Conduct & Promote HSE awareness within the area of responsibility.
- Perform any other HSE-related tasks as assigned by the Head of HSE.

### **Qualifications, Experience and Skills Required**

- **Education:** Bachelor of science in Environmental Science, Occupational Health and Safety, Industrial Hygiene, or related field.
- **Professional Certification:** NEBOSH IGC, NOSHC I and/or NOSHC II will be an added advantage.
- **Experience:** Minimum of **2–5 years of relevant experience** in Health, Safety, and Environment management, preferably within an industrial, mining, or manufacturing setting.
- **Knowledge:**
  - Strong understanding of national and international HSE regulations, standards, and best practices.
  - Familiarity with risk assessment methods, incident investigation, and emergency response planning.
- **Skills and Competencies:**
  - Excellent communication, training, and report writing skills.
  - Strong analytical and problem-solving abilities.
  - Ability to work independently and collaboratively with multidisciplinary teams.
  - Proficiency in MS Office applications and HSE management systems.
- **Personal Attributes:**

- High integrity and attention to detail.
- Proactive, safety-conscious, and results-oriented.

- Personal Health Insurance
- Pay Off Time
- Training and Development

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#### **4. JOB TITLE: Senior Mechanical Engineer**

**Location:** Mtwara Plant Tanzania, Mtwara Plant Tanzania

**Company:** Dangote Industries Limited

##### **Job Summary**

- Shall be a team leader to lead the Work Force and train them in operation and preventive maintenance of equipment's related to cement manufacturing.
- Shall introduce the technique of monitoring records and health and condition of the equipment.
- Will impart training to his team members to work safely and to keep the machines in good condition to meet the demand.
- Shall be responsible for all the spare parts planning and maintaining budgeted MTBF & MTTR for his section.

##### **Key Duties and Responsibilities**

- Operation & maintenance expert for pertaining to the mechanical equipment for production of cement like vertical roller mills and reclaimers.
- Lead the team of engineers for supervision of maintenance and timely completion of maintenance activity.
- To ensure the standard of quality standard are followed during maintenance work.
- Planning and implementing preventive & breakdown maintenance schedule of mechanical equipment's for improving overall reliability and safety of machinery.

- Conducting failure investigation and take corrective action to reduce equipment down time and maximum availability for plant operation.
- Allocation of manpower planning for daily monitoring, breakdown and shutdown works
- Preparing and maintaining check list.
- Preparation & maintain that spare inventory for smooth operation of cement production.
- Responsible for ensuring that plant equipments are in safe operating condition by conducting routine maintenance and scheduling needed repairs. SAP system for MM and PM module.
- Involving upgradation and modification of existing system for smooth operation of cement production.
- Responsible for ensuring that plant equipments are in safe operating condition by conducting routine maintenance and scheduling needed repairs. SAP system for MM and PM module.
- Perform any other related jobs as assigned by Section Head or Head of Department

### **Academic qualification, Experience and Skills**

- Bachelor of Mechanical Engineering or any related field
- At least 8 years of experience in Mechanical Maintenance, preferably Cement plant experience.
- SAP experience
- Good incident analysis skill
- Good knowledge of safety legislation and rules
- Good oral and written communication skill
- Supervisory skill
- Innovation & Creativity

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