



## **1. JOB TITLE: SALES AND MARKETING OFFICER II (TLO) - 13 Posts**

Dar es salaam, Tanzania

**Deadline: 30 Nov, 2025**

### **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of a Bachelor Degree in any field,
- Must have one of the following certificate; Air Transport Management, Air Ticketing, Air Cargo, Dangerous Goods, Ground Handling, or equivalent qualifications from any recognized Aviation institution,
- Possession certificate of IATA or UFTAA will be added advantage.

### **DUTIES AND RESPONSIBILITIES**

- Assisting Verify passenger's ticket against the Photo IDs and travel documents.
- Assist in check-in passengers and preparation of the Manifest
- Charge for excess baggage and report accordingly
- Oversee checked baggage and cargo are conveyed to the proper aircraft
- Escort the arriving/departing passengers through controls and to the transfer desk.
- Perform any other official duties as may be assigned by your supervisor.

## 2. JOB TITLE: SALES AND MARKETING OFFICER I (TLO) - 8 Posts

Dar es salaam, Tanzania

**Deadline: 30 Nov, 2025**

### MINIMUM ENTRY QUALIFICATIONS

- Must be a holder of a Bachelor Degree in any field,
- Must have one of the following certificate; Air Transport Management, Air Ticketing, Air Cargo, Dangerous Goods, Ground Handling, or equivalent qualifications from any recognized Aviation institution,
- Must have four (4) years working experience in related field.

### DUTIES AND RESPONSIBILITIES

- Prepare flight handling reports.
- Check-in passenger and prepare Passenger Manifest.
- Oversee passengers at transfer desks are attended to.
- Inform passengers of delays and treat them accordingly
- Attend to customer enquiries on matters other than new tickets.
- Perform any other official duties as may be assigned by your supervisor.

### TERMS AND CONDITIONS:

Ten (10) years contract for Tanzanians with attractive remuneration and fringe benefits as per ATCL Salary Structure and Incentive Scheme.

### GENERAL CONDITION FOR APPLICANTS:

1. All applications must be sent through ATCL Recruitment Portal by using the following address: <https://recruitment.atcl.co.tz> and NOT otherwise. This address can also be found at Air Tanzania website.
2. Interested applicants must upload **a dully signed letter** for consideration of the application. The letter should be addressed to **Managing Director & CEO, Air Tanzania Company Limited, P.O. Box 543, Dar es Salaam.**
3. An updated curriculum vitae (CV),

4. Certified copies of all certificates (including secondary school birth certificates), other relevant certificates, **Applicants who have studied outside Tanzania must have their certificates approved by relevant authorities (Tanzania Commission for University (TCU) or National Examination Council- NECTA)**
5. Name and address of at least two reputable referees;
6. Applicant's reliable contact address, email address and telephone number.
7. Only shortlisted candidates will be informed on a date for interview
8. Women are encouraged to apply.
9. Misrepresentation of qualifications or any other information on application shall warrant legal consequences.
10. Applicants should reach the undersigned within 14 days from the first date of this announcement.