



## VACANCY ANNOUNCEMENT

Welcome to Air Tanzania's Career Page! We are committed to providing an exceptional travel experience while connecting people and places around the world. At Air Tanzania, we believe that our people are our greatest asset. Whether you're a pilot, cabin crew, engineer, or part of the administration team, every role contributes to the success of our airline.

### JOB TITLE: CATERING ASSISTANT II - 5 Posts

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

### MINIMUM ENTRY QUALIFICATIONS

- Must be a holder of a Certificate in one of the following fields; Hotel Management, Nutrition, Food Production or equivalent qualifications from recognized institutions. Should be computer literate.

### DUTIES AND RESPONSIBILITIES

- Load and off load of all catering meals and equipment.
- Load newspapers and in-flight magazines onboard
- Assist in collecting some other items from Dry Store
- Co-ordinate with flight catering regarding cancellations or rescheduling of flights in order to make the necessary adjustments on meals uplift.

- Performs any other official duties as may be assigned by your supervisor.

## TERMS AND CONDITIONS:

Specified term contract for qualified Tanzanians with attractive remuneration and fringe benefits in line with ATCL Salary Structure and Incentive Scheme

## GENERAL CONDITION FOR APPLICANTS:

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2. Interested applicants must upload a duly signed application 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. All applications must be accompanied with an updated curriculum vitae (CV), Certified copies of all certificates (including secondary school, professional and birth certificates).
4. **Tanzanians applicants who have studied outside Tanzania must have their certificates approved by Tanzania Commission for Universities (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 the date of interview
8. Women are highly encouraged to apply.
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**[APPLY HERE](#)**

## JOB TITLE: CATERING OFFICER I - 4 Posts

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

### MINIMUM ENTRY QUALIFICATIONS

- Must be a holder of a Bachelor Degree in one of the following fields; Hotel Management, Nutrition, Food Production or equivalent qualifications from recognized institutions.

### DUTIES AND RESPONSIBILITIES

- Reconcile with the cabin crew on catering, dry stores and beverages provided after each flight
- Supervise the requirements of drinks, meals and dry stores for each flight.
- Maintain a minimum stock to cater for emergencies and during public holidays.
- Prepare reports on flights consumptions of meals, beverages and dry store commodities.
- Performs any other official duties as may be assigned by your supervisor

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**[APPLY HERE](#)**

## **JOB TITLE: RECORDS OFFICER II - 1 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

## **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of Bachelor Degree in one of the following fields; Records Management, Records and Archives Management, Corporate Information Management or equivalent qualification from recognized institutions.

## **DUTIES AND RESPONSIBILITIES**

- To assist in receiving all incoming mails/documents
- To record all incoming mail/documents and direct them to appropriate offices
- To post or dispatch outgoing mail/document
- To ensure proper storage of documents and fast retrieval for action.
- To maintain records of all files in line with TCAA, and Public Service guidelines
- To assist in designing and development of filing systems, business classification schemes and undertake records surveys;
- To assist in implementation of the approved records retention and disposal schedules
- To provide efficient access to the right records for various company actions and decisions;
- To assist in maintaining organizational security and confidentiality of records in accordance with company policy and legal requirements;
- To provide inputs for development and review of policies and guidelines related to ATCL records management practice; and
- To perform any other duties as may be assigned by the supervisors.

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## JOB TITLE: HUMAN RESOURCE OFFICER II - 3 Posts

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

## MINIMUM ENTRY QUALIFICATIONS

- Must be a holder of Bachelor Degree in one of the following fields; Public Administration, Human Resources Management, Human Resources Planning and Management, Manpower Planning, Industrial Relations, Business Administration/ Commerce majoring in Human Resources Management or equivalent qualification from recognized institutions or equivalent qualification from recognized institutions.

## DUTIES AND RESPONSIBILITIES

- To assist in attending staff matters regarding recruitment and selection, confirmation promotions and internal transfers.
- To assist on preparations of orientation and induction programs
- Collect, analyse and keep employment records for various personnel actions
- To assist in conducting training needs assessment, preparation and implementation of resulting annual training plans
- To assist in interpretation of the scheme of service, staff regulations and various Acts related to employees.
- To assist in monitoring of daily staff attendance and recommend solutions to resolve chronic attendance difficulties.
- To follow up on all office requirements in liaison with procurement unit.
- To prepare and monitor implementation of staff leave roster.
- To process staff welfare issues including staff loans and other staff claims;
- To maintain proper records of ATCL staff personnel files, leave records, contract expiry and renewals;
- To prepare Employment Contracts and Performance Contracts for newly recruited staff members;
- To assist in monitoring implementation of succession plans
- To provide inputs for development and review of policies and guidelines; and
- To perform any other duties assigned by Superior from time to time.

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[\*\*APPLY HERE\*\*](#)

## **JOB TITLE: ADMINISTRATIVE OFFICER II - 1 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

### **MINIMUM ENTRY QUALIFICATIONS**

1. Must be a holder of Bachelor Degree in one of the following fields; Public Administration, Human Resources Management, Human Resources Planning and Management, Manpower Planning, Industrial Relations, Business Administration/ Commerce majoring in Human Resources Management or equivalent qualification from recognized institutions or equivalent qualification from recognized institutions.

### **DUTIES AND RESPONSIBILITIES**

- To monitor the use of telephone, water and electricity to ensure the bills are accurate and timely paid.
- To initiate the updating of a comprehensive, accurate and inventory of all office furniture, fittings and equipment.
- To monitor performance of contracted private service providers such as office and ground maintenance, office cleaning, and catering services to ensure quality of service.
- To ensure efficient running of transport service at ATCL.
- To monitor implementation of asset maintenance plan to ensures that machinery and other office equipment are properly maintained.
- To supervise activities performed by supporting staff such as Drivers, Office Assistants and Messengers.
- To keep record of motor vehicle maintenance and inspect vehicle's logbooks
- To process staff welfare issues including staff leave and other administrative staff claims;
- To make bookings for various tickets for officers traveling on duty;

- To provide inputs for development and review of policies and guidelines; and
- To perform any other official duties as may be assigned by the immediate Supervisor.

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## **JOB TITLE: ACCOUNTS ASSISTANT II - 1 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

### **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of Secondary Education Certificate plus Certificate in one of the following fields: Accountancy or related fields from recognized Institution or ATEC I offered by NBAA.

### **DUTIES AND RESPONSIBILITIES**

- To write cheques upon approval and draws cash from the bank;
- To process payments for staff and other suppliers/clients as approved by relevant authorities;
- To assist Accountants in carrying out Bank reconciliation;
- To verify all payment voucher;
- To keep in safe custody relevant documents on various cash transactions;
- To analyse and reimburse petty cash fund;
- To maintain Cheque Register;
- To maintain incoming invoice register;
- To prepare payment vouchers;
- To post to general ledger and prepare Trial Balance (income and expenditure);
- To perform any other duties as may be assigned by the Superior.

### **TERMS AND CONDITIONS:**

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3. All applications must be accompanied with an updated curriculum vitae (CV), Certified copies of all certificates (including secondary school, professional and birth certificates).
4. **Tanzanians applicants who have studied outside Tanzania must have their certificates approved by Tanzania Commission for Universities (TCU) or National Examination Council- NECTA).**
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**[APPLY HERE](#)**

## **JOB TITLE: ACCOUNTS OFFICER II - 2 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

## **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of Bachelor or Advanced Diploma in one of the following fields; Accountancy, Finance, Business Administration/Commerce in Accounting or Finance or equivalent qualifications from recognized Institutions or Intermediate Certificate (Module D) offered by NBAA.

## **DUTIES AND RESPONSIBILITIES**

- Receive cash and cheques, keeps and makes payments to authorized persons against approved documents.
- Collect and keeps petty cash for payment and for other official use.

- Prepare petty cash, cash receipts and maintain petty cash book and passes journal entries.
- Ensure that the Company's cash and cheques are duly deposited and recommends the best way of handling cash to and from the bank.
- Prepare payments by verifying documentation and requesting disbursements.
- Document financial transactions by entering account information in relevant systems and registers.
- Prepare invoices and payment vouchers.
- Prepare revenue accounts schedules and reconciliation.
- Prepare monthly payroll slips for each employee and keeping records and payroll registers
- Remit net salaries to the employee respective bank accounts or preparations of authorized lists for those employees to be paid in cash
- Maintain the employee's ledger for staff advances, loans and duty travel imprest
- Preparation of various accounting schedules as directed by the supervisor
- Perform any other official duties as may be assigned by the supervisor.

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## **JOB TITLE: ACCOUNTANT II - 5 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

## **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of Bachelor or Advanced Diploma in one of the following fields; Accountancy, Finance, Business Administration/Commerce in Accounting or Finance or equivalent qualifications from recognized Institution
- The candidate must also have either of CPA (T), ACCA, ACA, CIMA or equivalent professional qualification recognized by the NBAA.

## **DUTIES AND RESPONSIBILITIES**

- To prepare daily and periodic revenue reports;
- To prepare cash and cheque receipt transactions on daily basis;
- To prepare Bank reconciliations statements regularly;
- To capture revenue into the system, post and perform necessary reconciliations;
- To issue payment vouchers and forwards to signatories;
- To maintain incoming invoice register;
- To reconcile clearance and payable accounts;
- To post and maintain all revenue and expenditure accounts;
- To review petty cash reimbursement;
- To prepare regular clearance accounts reconciliations;

- To prepare monthly Payroll;
- To check imprest and reimbursement;
- To provide inputs for preparation of periodic reports;
- To provide inputs for development and review of policies and guidelines; and
- To perform any other duties as may be assigned by the superior from time to time.

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**[APPLY HERE](#)**

## **JOB TITLE: DRIVER II - 4 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

## **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of Form IV Certificate and a Class “C1 or E” Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution.
- Must have driving experience of at least one (1) year without causing accidents.
- Possession of Trade Test Grade II/ Professional Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

## **DUTIES AND RESPONSIBILITIES**

- To provide transport facilitation to staff towards approved destinations in accordance with traffic regulations.
- To track vehicles due for routine maintenance/ repair assigned to appointed service agents.
- To undertake minor mechanical repairs of motor vehicles as necessary.
- To maintain logbooks and records of all vehicle movements as instructed.
- To make routine inspection for assigned motor vehicle to determine maintenance requirements.
- To conduct pre-travel inspections for motor vehicles and report all mechanical damages/defects for rectification.
- To maintain safety and cleanliness of the assigned motor vehicles at all times.
- To verify validity of key documents and permits required for the vehicle in accordance with its assignment or prior commencement of any journey.
- Perform any other duty may be assigned by the supervisor.

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**[APPLY HERE](#)**

## JOB TITLE: PROCUREMENT ASSISTANT II - 5 Posts

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

## MINIMUM ENTRY QUALIFICATIONS

- Must be a holder of Certificate in one of the following fields; Procurement and Supplies Management, Material Management,

Logistics Management or equivalent qualifications from a recognized institution.

- Must be registered by PSPBT as Procurement and Supplies Technician or Procurement and Supplies Full Technician.

## DUTIES AND RESPONSIBILITIES

- To assist in receiving and issuing material goods as per authorized requisition.
- To assist in preparing Goods Received Notes (GRN);
- To assist in maintaining stock control and accounts;
- To assist in preparing procurement plans;
- To assist in drafting tender documents;
- To assist in preparing and maintaining store records; and
- To perform any other related duties assigned by supervisor.

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**[APPLY HERE](#)**

## **JOB TITLE: PROCUREMENT OFFICER II - 2 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

## **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of Bachelor Degree in one of the following fields; Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from a recognized institution.
- Must be registered by PSPBT as Graduate Category.

## **DUTIES AND RESPONSIBILITIES**

- Maintain a location index system in the store
- Issue approved tendering and contract documents and maintain register off all contract
- Manage an archive record of the procurement and disposal process
- Maintain an updated inventory of goods, supplies and materials
- Assist in the process of procurement tenders as per approved ATCL policies and procedures.
- Maintain records for each local purchase order.
- Perform any other official duty as may be assigned by your supervisor.

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**JOB TITLE: PUBLIC RELATIONS OFFICER II - 2 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

## MINIMUM ENTRY QUALIFICATIONS

- Must be a holder of a Bachelor Degree in one of the following fields; Mass Communication, Journalism, Marketing, Public Relation, Business Communication or equivalent from a recognized Institutions.

## DUTIES AND RESPONSIBILITIES

- To assist in manning exhibitions stands (e.g. Trade Fairs, exhibitions,)
- To assist in facilitating conferences, seminars, ceremonies, etc.
- To assist in the production of Radio and TV programs
- To maintain photographic records of major events
- To assist in the routine public information activities such as the writing of features for the Company's News Bulletin
- To carry out photographic assignments, and handling of advertisements.
- To track and report public criticisms and complaints to supervisor for immediate response
- To perform any other duties as may be assigned by your supervisor.

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## **JOB TITLE: ICT OFFICER II - (ICT System Administration) - 1 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

### **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent computer qualifications from recognized institutions.

### **DUTIES AND RESPONSIBILITIES**

- To install and configure new hardware/software, remote administration, train and support end users;
- To apply operating system updates, and configuration changes;
- To perform maintenance activities, systems backups and restore;
- To administer servers, security systems, databases, business applications, tools, and manage user accounts;
- To conduct system documentations;
- To troubleshoot, document and communicate computer systems related problems, solutions and the implementation process;
- To keep and update software and hardware inventory;
- To participate in implementation of new solutions;

- To implement disaster recovery in accordance with the ICT Business Continuity Plan and;
- To perform any other duties as may be assigned by your supervisor

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**[APPLY HERE](#)**

## **ICT OFFICER II - (Network Management) - 1 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

### **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent computer qualifications from recognized institutions.

### **DUTIES AND RESPONSIBILITIES**

- To provide technical support related to the networks;
- To maintain and repair of all networks managed by ATCL;
- To participate in designing and installation of networks and related accessories and equipment;
- To maintain and repair of Network active and passive equipment;
- To troubleshoot all network related problems;
- To undertake day to day management of LAN, wireless systems, telephone systems (PBAX), leased lines;
- To document and communicate network related problems, solutions and the implementation process;
- To assign network resources and user accounts;
- To perform maintenance activities, systems backups and restore and;
- To perform any other official duties as may be assigned by your supervisor.

### **TERMS AND CONDITIONS:**

Specified term contract for qualified Tanzanians with attractive remuneration and fringe benefits in line with 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 duly signed application 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. All applications must be accompanied with an updated curriculum vitae (CV), Certified copies of all certificates (including secondary school, professional and birth certificates).
4. **Tanzanians applicants who have studied outside Tanzania must have their certificates approved by Tanzania Commission for Universities (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 the date of interview
8. Women are highly encouraged to apply.
9. Misrepresentation of qualifications or any other information on application shall warrant legal consequences.
10. Applications should reach the undersigned within 14 days from the first date of this announcement.

**[APPLY HERE](#)**

## **ICT OFFICER II - (ICT Application Development) - 2 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

### **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Computer Engineering or equivalent computer qualifications from recognized institutions.

## DUTIES AND RESPONSIBILITIES

- To design interactive applications based on deployment platform (e.g. web, mobile etc.);
- To prepare functional and non-functional technical specifications;
- To break down program specification into its simplest elements and translating this logic into a programming or scripting language;
- To code, test, debug and install application programs;
- To carry out configuration of appropriate application servers based installed application program;
- To prepare program documentation for various ATCL programs ;
- Develop installation and upgrade guidelines as well as computer systems configurations;
- Support system users for effective utilization of deployed systems;
- Assist in Troubleshooting and resolving routine software applications problems;
- Perform any other official duties as may be assigned by your supervisor.

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**[APPLY HERE](#)**

## **INTERNAL AUDITOR II - 1 Posts**

**Dar es salaam, Tanzania**

**Deadline: 12 Jan, 2026**

## **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of Bachelor Degree or Advanced Diploma in one of the following fields; Auditing Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions
- Must have a CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA.

## **DUTIES AND RESPONSIBILITIES**

- To audit and verify cash collection & banking;
- To verify cash and bank payments;
- To verify projects taken by the company;
- To verify Creditors & Debtors;
- To investigate issues concerning theft and fraud;
- To participate in preparation of internal audit reports and submit them to the immediate supervisor;
- To provide inputs for preparation of periodic reports;
- To provide inputs for development and review of policies and guidelines; and
- To perform any other duties as may be assigned by supervisor from time to time.

## TERMS AND CONDITIONS:

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## GENERAL CONDITION FOR APPLICANTS:

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**[APPLY HERE](#)**

## SENIOR INTERNAL AUDITOR - 2 Posts

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

## MINIMUM ENTRY QUALIFICATIONS

- Must be a holder of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions.
- Must have a CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA.
- Must have at least seven (7) years of working experience in related field.

## DUTIES AND RESPONSIBILITIES

- To prepare annual internal audit program in accordance with generally accepted audit standards;
- To lead and direct special checks and investigations;
- To appraise operational and financial policies and regulations with a view of strengthening the internal control system to safeguard the assets and liabilities of the Company;
- To review the company activities to ascertain as to whether they are in conformity with applicable policies and regulations;
- To examine and review the annual financial statements before being presented to external auditors to ascertain as to whether they are in conformity with the general accepted Accounting Standards;
- To plan, organizes and directs internal audit activities;;
- To initiate operational audit to determine effectiveness of managerial controls and implementations of systems, policies and practice of the company;
- To evaluate financial and operational policies of the company;
- To review management information system and makes relevant recommendations;
- To monitor implementation of the approved annual audit plan;
- To perform any other duty as assigned by the supervisor

## TERMS AND CONDITIONS:

Specified term contract for qualified Tanzanians with attractive remuneration and fringe benefits in line with ATCL Salary Structure and Incentive Scheme

## GENERAL CONDITION FOR APPLICANTS:

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**[APPLY HERE](#)**

## **SALES AND MARKETING ASSISTANT II (Sales & Reservation) - 12 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

### **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of academic Certificate in any field,
- The candidate must have one of the following certificates; Air Transport Management, Air Ticketing, Air Cargo, Dangerous Goods, Ground Handling, or equivalent qualifications from any recognized Aviation institution.

## DUTIES AND RESPONSIBILITIES

- To assist in providing flight details and information to clients
- To make ticket reservations for clients on ATCL flights in compliance with the carrier policies, procedures and customer expectations
- To issue fare quotes to all ATCL clients including group quotations and bookings.
- To ensure daily sales collections reconciliation and sales dispatches are submitted in line with company procedures.
- To protect and enhance revenue collection to meet ATCL expectations and targets
- To assist in communicating relevant aspects of customer service internally and externally to meet customer expectation
- Any other duties as may be assigned by your supervisor.

## TERMS AND CONDITIONS:

Specified term contract for qualified Tanzanians with attractive remuneration and fringe benefits in line with 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 duly signed application 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. All applications must be accompanied with an updated curriculum vitae (CV), Certified copies of all certificates (including secondary school, professional and birth certificates).
4. **Tanzanians applicants who have studied outside Tanzania must have their certificates approved by Tanzania Commission for Universities (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 the date of interview
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10. Applications should reach the undersigned within 14 days from the first date of this announcement.

**[APPLY HERE](#)**

## **SALES AND MARKETING OFFICER II (Sales & Reservation) - 10 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

### **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of any Bachelor Degree,
- The candidate must have one of the following certificates; Air Transport Management, Air Ticketing, Air Cargo, Dangerous Goods, Ground Handling, or equivalent qualifications from any recognized Aviation institution.

### **DUTIES AND RESPONSIBILITIES**

- Ticket reservations on ATCL flights in compliance with the carrier policies, procedures and customer expectations
- Preparing daily sales reports and ensure sales dispatches are submitted as per company procedures
- To give fare quotes to all ATCL clients including group quotations and bookings.
- To protect and enhance revenue collection to meet ATCL expectations
- To effectively communicate relevant aspects of customer service internally and externally to meet customer expectations
- To monitor ATCL agents' compliance with the company's ticketing guidelines and procedures.
- Any other duties as may be assigned by the Station in charge or Sales Manager.

## TERMS AND CONDITIONS:

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**[APPLY HERE](#)**

## **SALES AND MARKETING OFFICER I (Sales Executive) - 5 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

## MINIMUM ENTRY QUALIFICATIONS

- Must be a holder of a Bachelor Degree in any field
- The candidate must have one of the following certificates; 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

- To provide support to ATCL stakeholders including travel agencies and corporate entities.
- Foster strategic partnerships with key stakeholders in tourism, trade and other key sectors to ATCL commercial operations.
- To carry out weekly sales visits to ATCL stakeholders to ensure ATCL visibility in the market is maintained and sales are maximized
- To manage stakeholder relations within the trade area to ensure business growth opportunities are identified and leveraged.
- To provide system training to recruited agencies and corporate entities.
- To carry out recruitment of new travel agencies and corporate entities business within areas of jurisdiction.
- To protect and enhance revenue collection to meet ATCL expectations
- To effectively communicate relevant information internally and externally to resolve stakeholder inquiries.
- To carry out periodic sales analysis, market status and preparation of weekly sales visitation reports.
- Any other duties as may be assigned by the Sales/ Station in charge or Manager.

## TERMS AND CONDITIONS:

Specified term contract for qualified Tanzanians with attractive remuneration and fringe benefits in line with ATCL Salary Structure and Incentive Scheme

## GENERAL CONDITION FOR APPLICANTS:

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2. Interested applicants must upload a duly signed application 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. All applications must be accompanied with an updated curriculum vitae (CV), Certified copies of all certificates (including secondary school, professional and birth certificates).
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**[APPLY HERE](#)**

## **SALES AND MARKETING OFFICER I (Digital Marketing - Content Creator / Graphic Designer, Social Media Coordination and Data & Analytics) - 3 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

### **MINIMUM ENTRY QUALIFICATIONS**

- Must be a holder of a Bachelor degree in any field.
- The candidate must have one of the following certificates; 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

### A: Content Creator / Graphic Designer

- To develop creative concepts and design layouts for advertisements, brochures, banners, flyers, and digital content.
- To produce visuals for social media campaigns, websites, and email marketing.
- To ensure brand consistency across all communication channels.
- To prepare print-ready artwork and coordinate with printers and external vendors.
- To support photography, videography, and post-production editing.
- To collaborate with marketing, communications, and content teams to deliver integrated campaigns.
- To maintain a library of templates, assets, and branding resources.
- To Perform any other official duties as may be assigned by your supervisor.

### B: Social Media Coordination

- To develop and implement, social media strategies aligned with ATCL's marketing objectives.
- To create visually appealing and engaging ATCL content (graphics, images, videos, animations) tailored to different platforms.
- To plan and execute digital platform promotions to increase reach, engagement, and conversions.
- To monitor social media channels and digital campaigns using online tools and analytics platforms; track KPIs and provide actionable insights to improve sales.
- To respond to customer queries, engage with audience, and build brand loyalty.
- To assist Marketing Manager and other departments to produce content for campaigns, promotions, and announcements.
- To analyse social media and digital marketing metrics to measure effectiveness, optimize performance, and provide regular reports.
- Stay updated on social media trends, best practices, emerging platforms, and digital marketing tools to ensure marketing opportunities are optimized.
- To ensure ATCL content adheres to the company's brand guidelines, tone, and visual identity.
- Perform any other official duties as may be assigned by your supervisor.

### C: Data & Analytics

- To track, monitor, and analyse social media performance metrics, including engagement, reach, impressions, and conversions.
- To provide actionable insights to optimize content and refine marketing strategies.
- To provide data needed to inform campaign planning, adjustments, and forecasting of sales and marketing results.
- To develop reports, dashboards, and visualizations for sales and marketing campaigns and present findings to management.
- To track the company's social media activities to ensure accuracy, integrity, and consistency of all marketing and social media data.
- To assist Marketing Manager and creative teams to align content creation with data insights.
- To plan, shoot, and edit high-quality videos for campaigns, promotions, and social media platforms.
- To maintain and organize a digital media library of video assets for marketing purposes.
- Perform any other official duties as may be assigned by your supervisor.

## TERMS AND CONDITIONS:

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**[APPLY HERE](#)**

## **SALES AND MARKETING OFFICER II (Sales Executive) - 6 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Feb, 2026**

### **MINIMUM ENTRY QUALIFICATIONS**

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

### **DUTIES AND RESPONSIBILITIES**

- To provide support to all ATCL stakeholders including travel agencies and corporate entities.
- To assist in Fostering strategic partnerships with key stakeholders in tourism, trade and other key sectors for ATCL commercial interests.
- To carry out sales visits to ATCL stakeholders weekly to ensure ATCL visibility in the market is maintained and sales are maximized
- To assist in Managing stakeholder relations within the trade area to ensure business opportunities are identified and leveraged.
- To assist in Provision of system training to recruited agencies and corporate entities.

- To provide support in recruitment of new travel agencies and corporate entities business within respective area of assignment.
- To assist in protecting and enhancing revenue collection to meet ATCL expectations
- To communicate relevant information internally and externally to resolve stakeholder inquiries.
- To carry out periodic sales analysis, market status and preparation of weekly sales visitation reports.
- Any other duties as may be assigned by the Sales/ Station in charge or Manager.

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**[APPLY HERE](#)**

## **CREW SCHEDULING OFFICER II - 8 Posts**

Dar es salaam, Tanzania

**Deadline: 12 Jan, 2026**

### **MINIMUM ENTRY QUALIFICATIONS**

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

### **DUTIES AND RESPONSIBILITIES**

#### **A: Planning Responsibilities**

- To prepare monthly rosters for crew including training rosters taking into considerations the optimum utilization of crew as per regulations laid down by TCAA and Company policy;
- To ensure a fair equitable distribution of work among Flight Crew and Cabin Crew in terms of type of trips, number of flying hours and duty hours
- To ensure the day-to-day management and modification of the published rosters as per operational requirements;
- To provide solutions during flight disruption and ensure optimum utilization of crew;
- Monitoring of Flight Crew and Cabin Crew published rosters, ensuring strict adherence to TCAA mandatory regulations;
- To maintain detailed records of flight times, rest times, holidays, sickness, training, and 'deadhead' activities of crew members as well as supervising the entry of such details into appropriate systems;
- Ensuring crew members are notified of any amendments to their published roster in a timely manner;
- To prepare monthly payments reports for all crew;
- To Prepare and monitor annual leave plan for crew ensuring leave requirements are met without disruption to operations;

#### **B: Crewing Responsibilities**

- To ensure the day-to-day management and modification of the published rosters as per operational requirements;

- To provide solutions during flight disruption and ensure optimum utilization of crew;
- To monitor Flight Crew and Cabin Crew published rosters, ensuring strict adherence to TCAA mandatory regulations;
- To ensure all flights are crewed in accordance with TCAA and company rules and regulations;
- To prepare daily duty sheet considering crew complaints, TCAA regulation and language speaker requirement for all flights operated by Air Tanzania;
- To respond to absences for reasons such as sickness, flight delays, etc, by rescheduling crew members at short notice, and call replacements, in coordination with the Operational Control;
- To ensure members are notified of any amendments to their published roster in a timely manner.

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**[APPLY HERE](#)**