



1. **JOB TITLE: SUPPLY AND TRANSIT ASSISTANT**

Context & Environment

1. Complex market with various regulations, constrained supply system, numerous OMCs. Imports planned 2-3 months ahead so requiring accurate forecasts.
2. Involve interaction with suppliers/customers and TRA/PBPA / staff during documents processing whereby some are less cooperative
3. Correctness of all documents which needs concentration as it involves huge amounts of money to be paid.
4. Most of the duties are strictly to specific deadline, therefore, needs time dedication

Activities

- **HSEQ:**
 - Application of Safety Managements Systems.
 - Quality Control of products to be within Tanzania quality specifications as per TBS
- **Stock projection:** Maintain, monitor and send the stock projection files daily by 8:30 AM. It consolidates actual and forecast for imports, sales per product (PMS, AGO, IK, JET, HFO,) per location (Dar and other depots). Track changes. Anticipate consequences and actions to be taken to avoid stock out (both SAP and Physical) or over stock.
- **Stock optimization:** daily review and propose optimization of product stock levels to ensure balance between regulations, minimum operational stocks, working capital, evacuation, customer demand and price risk exposure. Monitor the daily stock and

other hospitality places targeting zero penalties. Contribute to TTL P&L for supply & logistic optimization

- **SAP receptions and blending**-Ensure that all vessels received/Blending (HFO 125, IDO and Excellium) are posted in SAP (MIGO) timely and correctly as per Outturn in correct plant and correct location (Zero difference).
- **Preparations of monthly Requirements of petroleum product file** and submit to Supply Manager for review and preparations of Letter after supply Meeting approval as per PBPA format for MD's approval for onward submission to PBPA
- Monitor, analyze and report monthly product allocation from PBPA for Total (local and transit), major OMCs and Others, and highlight trends. Analyze award results and ullage sharing at each cycle. to ensure Total allocation both in local and transit are in line with our requirements
- Ensure that signed (by supplier and PBPA) shipping and supply contracts for each month's tenders are received from PBPA and Properly filed
- **Product Costing**: Responsible for timely and accurately product costing (Vessel cost) and checking correctness of all suppliers and government agencies invoices before payment for TTL for PMS, AGO, IK, JET-A1, IDO, HFO 180 and HFO 125.
- **Discharge and MI Losses**: Closely monitoring and advise the supply manager of Line loss immediately after each Vessel discharge, coordinate with Depot manager and surveyor to ensure that line losses are minimized/Eliminated (less than 0.1%); Receptions/MI Losses Adjustments MEMO preparations and posting in SAP after approval and submit Analysis to Supply Manager each month M+2 showing the Losses and % and recommendations to reduce the losses
- Coordinate Customers orders for approvals after checking Stocks Balances and Overdue amount and ensure that loading is done on Time by following up with Depot Team.
- **Import's Coordination & Documentation**: Ensure efficient bulk imports both local and BPS supply process through vessel handling, discharge process and • follow up with all third parties; EWURA, PBPA, TPA, TRA hospitality locations (Tipper), Shipping Agents, Inspectors, and other Oil marketers for smooth processes at minimal cost
- Responsible for import documents • follow up and filing (BIL, COQ, COO, COC (PVOC) PFI, Invoices, Tax Computation & memos, OTR, NOI. for Both GTL and Hospitality customers etc.) as legally required by BPS and for stocks reconciliation.
- **Demurrage**: Demurrage estimation for product costing, Preparations of actual demurrage and Analysis and submit to Supply Manager for onward submission to AMO each month by M+5
- **Borrow/Loan, Hospitality and third-party stocks postings**: Timely and accurately posting of Borrow/Loan, Hospitality Receipts transactions, Line Loss etc. to ensure zero reconciling items
- **Product Costing**: Ensure timely and accurately PO creation on SAP of all vessels with correct price as per costing build up Platts + premium on awarded PBPA tender and other local costs of each BPS vessel.
- **Ullage Planning**: all Vessel Receipts for our local and Hospitality Customers, Ullage Planning and Revenue/Cost optimization by coordinating pump over ex Tipper to

TTL/GAPCO depot, coordinating all Vessel Receipts v/s Hospitality Customers ullage requests

- Co-ordination with other OMC's, Stocks team and commercial team to offset product balance available in other depots, anything above 10m3 should be collected from that Depot within Month M+1 from Month of receipt
- Make sure invoices for all suppliers (main and government agencies) Verified and paid and can be tracked easily before due date.
- Ensure That Outturn Reports are correct as per issued DI and actual volumes received in the Depots. if not should be communicated to surveyors and PBPA within Two days from Date of issue Such Outturn.
- **Reporting:** ensure timely, reliable and accurate reporting for all activities, ensure files saving and confidentiality. Add value through regular proposal of file sand topic management improvement
- Any Other Job related to your section as may be assigned to you by your superior

Candidate Profile

- Bachelor's degree in business related field
- Product knowledge
- Customs procedures on importation

APPLY HERE

2. JOB TITLE: **GRADUATE TRAINEE - SUPPLY BACK OFFICE**

Context & Environment

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Activities

HSEQ

- Application of Safety Managements Systems.
- Quality Control of products to be within Tanzania quality specifications as per TBS

SUPPLY BACK-OFFICE ACTIVITIES

- Support in Supply back-office procedures and process implementation project.
- Monitor system stocks movement and alignment with physical stocks.
- Lynks site management, compliance, use and coherence actions.
- Monitoring of fuel stocks levels for both local/ transit and hospitality customers use of fuel inventory management tool in the company.
- Coordinate with fuel depots to update and reconcile stock data in line with KPI – daily reconciliations.
- Order processing and coordination for Hospitality and Transit customers – ensure accurate records and approvals alignment.
- Data entry and system maintenance – management and compliance of the supply inventory management tool for both physical and system stocks.
- Prepare daily and monthly report on fuel stocks levels, consumption rates and deliveries in line with Dispatch team.
- Support in invoice payment and processing – verification with suppliers and hospitality customers.
- Transit and Hospitality cost build up and invoicing process implementation- ensure timely and accurate preparation – memo processing for product posting and reception in line with KPIs.
- Document management, maintenance, compliance of contracts in line with company rules and compliance requirements (Due diligence and customer accounts registrations) for all suppliers and hospitality customers.
- Management of Hospitality billings, income collection as per annual Budget and ensure timely payment in line with KPIs.
- Market intelligence – growth of hospitality business and supplier alignment to make our site the depot of reference for hospitality services.
- **Reporting:** ensure timely, reliable and accurate reporting for all activities, ensure files saving and confidentiality. Add value through regular proposal of file sand topic management improvement.
- Any Other task related to your section as may be assigned to you by your supervisor.

Candidate Profile

- Bachelor's degree in business related field
- Systems eloquence/ IT/ Excellence in Microsoft packages with an excel, coding, and analytics.
- Customs processes and procedures on importation of petroleum products

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3. JOB TITLE: GRADUATE TRAINEE - SUPPLY FRONT OFFICE

Context & Environment

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Activities

HSEQ

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SUPPLY FRONT OFFICE ACTIVITIES

- Support in Supply procedures and process implementation project.
- **Sock projection:** Management, Monitoring and Maintenance of Stocks projection file – Both Physical and System Stocks in line with assigned KPIs.
- **Stock optimization:** Implementation of Demand forecasting; Monitoring of optimal inventory levels; automation of inventory management through company supply management tools; improvement of supplier and internal customer collaborations; backup for fuel losses monitoring; and monitoring of stock rotation for vessel clearance and stocks movements through company supply stock management tools in line with assigned KPIs.
- **Product Costing:** Effective timely and accurately product costing (Vessel cost) and checking correctness of all suppliers and government agencies invoices before payment for TTL for PMS, AGO, IK, JET-A1, IDO, HFO 180 and HFO 125.
- **Import's Coordination & Documentation:** Ensure efficient bulk imports both local and BPS supply process through vessel handling, discharge process and follow up with all third parties; EWURA, PBPA, TPA, TRA hospitality locations (Tipper), Shipping Agents, Inspectors, and other Oil marketers for smooth process at minimal cost

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Candidate Profile

- Bachelor Degree in business related field
- Product knowledge
- Customs procédures on importation

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