



JOB TITLE: GT - CUSTOMS AND TRANSIT

Workplace location: DAR ES SALAAM-MAFUTA RD(TZA)

Domain: Logistics

Type of contract: Regular position

Context & Environment

1. Involve interaction with suppliers/customers and TRA/PBPA / staff during documents processing whereby some are less cooperative
2. Correctness of all documents which needs concentration as it involves huge amount of money to be paid.
3. Most of the duties are strictly to specific deadline, therefore, needs time dedication

Activities

- HSEQ: Application of Safety Managements Systems
- **Taxes and wharfage's-** To Ensure that All TAXES for fuel are processed on time, Manifest comparisons and wharfage are processed and paid on time to avoid penalty for late payments and delay to evacuate transit parcels
- **Taxes forecast, assessment and payment:** To Send Monthly forecast of taxes to treasury and update whenever there is changes, Assessment of Taxes and payment in accordance with customs procedures to avoid GTL/TTL parcels discharged into other depot, and zero penalty for late payments of Taxes

- **Wharfage and Additional Taxes:** To Ensure that Manifest comparisons, claim of overpaid taxes on fuel, payment of Additional Taxes, payment of wharfage's are completed as per customs procedure and timing to avoid penalty and delay of the uplift of transit parcels.
- **Receive and Review Loading Nomination from Suppliers (TEMA & TOTSA).** To Ensure Loading Nomination is shared with correct Consignee name and sufficient stock and share with Customer Services for Loading order processing.
- **Transit Product age report** – Closely follow-up on the loading limit day for each transit parcel, Send Age report every Monday to transit customers and supply manager and request for extension from TRA 5 days before expiration of Limit time to avoid localizing the product and inconveniences to customers.
- **Transit Documentations:** Coordinate transit loadings by Ensuring smooth transit loadings by completing Documentation timely and closely follow-up all transit trucks to make sure that validation at the border and bond cancellation is done on time. Communicate pending monthly and action plan to clear them.
- **Localization:** Timely processing of Taxes and wharfage on localization, Immediate follow-up with TRA for bond cancellation on localized product
- **Custom Queries:** Ensure that all custom-related queries are attended to on time including but not limited to Audit
- **Transit documents communication and stocks Reconciliations:** Timely communicating of all necessary documents for transit customer to be able to confirm and process all the documentation (Outturn, certificate of Quality & qty, Loadings summary, pump over reports etc., Ensure proper reconciliations per vessel with transit customers are completed at the end of each vessel uplift and provide all required documents to transit customers.
- **Notice Of Intention (NOI)** -Coordinate with Depots Managers/Supply and Hospitality assistants to ensure All NOI for products received at Gapco and TOTAL are approved by TRA, received and properly filed for customs purpose, this includes Our Hospitality customers
- **Assist other duties on Hospitality sections.** Such as Nomination of Surveyor for Inspection of Vessels Discharging, & CTF requesting.

Candidate Profile

- Bachelor's degree in Customs/Logistics or business-related field
- Product knowledge
- Customs procédures on importation

Additional Information

Job posting date: 11.05.2026

Application deadline: 17.05.2026

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