



Background or organization overview

Zambia Cargo and Logistics Limited (ZCL) is a regional logistics service provider and wholly owned by the Government of the Republic of Zambia (GRZ) through the Industrial Development Corporation (IDC) with terminals in Tanzania (Dar es Salaam), Walvis Bay (Namibia) and operating centre in Ndola, Zambia.

Zambia Cargo and Logistics (ZCL) is inviting applications from suitably qualified Tanzanians to be considered for employment to fill vacant positions listed hereunder:

1. JOB TITLE: CUSTOMS CLEARING OFFICER – 2 POSTS

(A) Required qualification

- Diploma or Bachelor`s degree in Customs Management, Logistics, Supply Chain.
- Management or a related field.
- Certification in customs clearing or international trade (e.g. FIATA Diploma or a relevant customs certification)
- 3-5 years of experience in customs clearing, freight forwarding or Logistics.
- Extensive experience with customs documentation, clearance procedures and tariff codes.
- Experience working with customs authorities and regulatory bodies to facilitate import and export operations.
- Thorough understanding of customs regulations import/export laws and tariff classifications.
- Familiarity with customs brokerage, valuation methods and duty/tax calculations.

(B) Personal attributes

- Proficiency in customs clearing software and systems (e.g., ASYCUDA or related platforms)
- Strong organizational and time management skills to handle multiple clearances at once
- Excellent attention to detail to ensure accuracy in documentation and tariff codes
- Strong communication and negotiation skills to liaise with customs authorities and resolve issues

(C) Duties and responsibilities

- Preparing, reviewing and submitting customs declarations for imports and exports in compliance with customs regulations.
- Completing and processing all required documentations such as bills of entry, certificates of origin, commercial invoices and tariff codes.
- Liaising with customs authorities to ensure timely clearance of goods at ports and border posts.
- Coordinating with freight forwarders, transporters and warehouse teams to facilitate smooth delivery after clearance.
- Classifying goods correctly according to the Harmonized System (HS) codes and ensuring accurate duty and tax calculations.
- Maintaining updated knowledge of tariff schedules, duty rates, exemptions and import/export procedures.
- Advising clients on customs regulations, tax obligations and import/export restrictions.
- Handling disputes, delays or queries with customs by providing additional documentation or clarifications as required.
- Conducting internal checks and audits of customs documentation to ensure compliance and accuracy.
- Maintaining detailed records of customs declarations, payments and clearance transactions.
- Preparing reports on customs clearance, performance, costs and turnaround time.
- Identifying potential risks or issues in customs processes and recommending corrective measures.
- Ensuring proper documentation and insurance coverage for goods handled through customs.
- Perform any other duties that may be assigned by a reporting supervisor.

2. JOB TITLE: COMMERCIAL & CORPORATE AFFAIRS OFFICER – 1 post

(A) Required qualification

- Bachelor's degree in Marketing, Business Administration, Communications, or a related field
- 2-4 years of experience in marketing, preferably within the logistics or transportation industry.
- Experience with digital marketing, content creation, and campaign management is beneficial.

(B) Attributes

- Strong understanding of marketing principles, digital marketing, and social media management
- Excellent written and verbal communication skills
- Proficiency in marketing software, CRM systems, and Microsoft Office Suite
- Creative thinking and problem-solving skills

(C) Duties and responsibilities

- Assist in the development and execution of marketing campaigns across various channels, including digital, print, and social media
- Coordinate with external agencies and vendors to ensure the timely delivery of marketing materials and campaigns
- Monitor and report on the performance of marketing campaigns, making recommendations for improvement
- Create and manage content for marketing materials, including brochures, newsletters, websites, and social media
- Ensure that all content aligns with the company's brand guidelines and messaging strategy
- Collaborate with the design team to develop visually appealing marketing assets
- Conduct market research to identify customer needs, preferences, and trends
- Analyze competitor activities and market conditions to inform marketing strategies.
- Gather and interpret data to support the development of marketing plans and campaigns
- Manage the company's social media profiles and online presence, including content scheduling and engagement.
- Assist in the execution of email marketing campaigns, including list management and performance tracking
- Optimize digital marketing efforts through SEO, SEM, and other digital marketing techniques.

- Assist in the planning and execution of corporate events, trade shows, and promotional activities
- Coordinate with vendors, venues, and other stakeholders to ensure successful event delivery
- Manage event logistics, including registration, setup, and post-event follow-up
- Support customer engagement initiatives, including customer surveys, feedback collection, and loyalty programs
- Work with the sales team to develop and implement customer retention strategies
- Respond to customer inquiries and feedback through various communication channels
- Prepare reports on marketing activities, including campaign performance, market research findings, and customer feedback
- Utilize marketing analytics tools to track and measure the effectiveness of marketing efforts
- Provide insights and recommendations to the marketing manager based on data analysis
- Assist with the preparation of marketing budgets and forecasts
- Manage marketing-related documentation, including contracts, agreements, and purchase orders
- Support the marketing manager with other administrative tasks as needed.

Important note

If you believe you are the persons we are looking for and you have what it takes to succeed in our organization, apply at once to the undersigned while taking into account the general conditions.

(i) Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact postal address, email address and telephone numbers.

(ii) Applicants should apply on the strengths of the information given in this advertisement.

(iii) Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will necessitate legal action.

(iv) To apply for the above positions, please send by email a detailed curriculum vitae, copies of academic and professional certificates to recruits@zamcargo.co.tz clearly marked the position applied in the subject, not later than, by close of business **20th May 2026**.

Only shortlisted candidates will be contacted

A Member of the IDC Group of Companies