



1. **JOB TITLE: CUSTOMS & TRANSIT OFFICER**

Country: Tanzania

City: DAR ES SALAAM

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

Employer company: TotalEnergies Marketing Tanzania Limited

Domain: Logistics

Type of contract: Regular position

Experience: Minimum 3 years

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.
- Quality Control of products to be within Tanzania quality specifications as per TBS.

- Taxes and wharfage- 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
- Close follow up on transit/Transshipment and Customs documentations for TANZANIA/DRC/BURUNDI/UGANDA/RWANDA/ZAMBIA /and RWANDA related to GAPCO and TOTAL by ensuring completeness and proper files are maintained and made available whenever they are needed either internally, by our customers, Regulators, Auditors etc.
- Taxes forecast, assessment and payment: 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: Ensure that Manifest comparisons, Claim of overpaid taxes on fuel, payment of Additional Taxes, payment of wharfage is completed as per customs procedure and timing to avoid penalty and delay of the uplift of transit parcels.
- 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 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 Administration in all pending matters relating to supply sections that may delay the renewal of different licenses e.g. OMC License, Pending Validation of trucks, etc.

- Records Management and Maintain all records and communications with TRA and other parts related to trading and exports or transit cargo and Local customs.
- Attend all other customs related matters for GTL and TTL
- Ewura pricing
- Demurrage computation
- Stock management for transit customers
- PBPA, Ewura and Surveyor's invoice processing on DMS.

Candidate Profile

- Bachelor Degree in Customs/Logistics
- Product knowledge
- Customs procedures on importation experience
- At least 3 years' working experience in Customs and Transit

Additional Information

Application deadline: 12.07.2026

TotalEnergies values diversity, promotes individual growth and offers equal opportunity careers.

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2. JOB TITLE: COMPLIANCE EXECUTIVE

Country: Tanzania

City: DAR ES SALAAM

Workplace location: DAR ES SALAAM-HAILE SELASSIE RD(TZA)

Employer company: TotalEnergies Marketing Tanzania Limited

Domain: Governance and Information

Type of contract: Regular position

Experience: Minimum 3 years

Context & Environment

- Tanzania is an Anglophone country and has over sixty (50) active Oil Marketing Companies. TEMTL is one of the leading OMC's in Tanzania with two (2) main competitors, namely, Puma and Oryx. It has a cumulative Market Share of about 8%. Currently, the market in is strictly regulated. The local currency is the Tanzanian shillings which shows signs of volatility time to time.
- The Compliance Executive interacts with both management and non-management Staffs, as well as internal and external persons.

Activities

- Conducts due diligence searches, including follow-up of due diligence questionnaires, and provides support to respective team members (business contacts) and third parties who need to conduct or undergo the process.
- Coordinates the Tone at the Top program for the affiliate, thus maintaining an effective compliance communication program through promoting awareness of the code of conduct and other relevant Company policies.
- Assists the Compliance Officer/PCD in organizing compliance related training (at least once every quarter) for all/exposed Staffs and other relevant external stakeholders.
- Ensures effective communication and continuous improvement of the compliance program.
- Collaborates with all departments to ensure their policies and procedures align with the Group's directives.
- Collaborates with the Human Resource Department to ensure mandatory and effective participation in the E-Learning training program and other compliance trainings for Staffs.
- Promotes the Company's Compliance program to operational entities / associates of the Affiliate such as Service Station Staffs, and facilitates appropriate training session for new / existing Staffs, Dealers, Vendors, Transporters, etc
- Monitoring and recording Customer Complaints in respect of ethics and compliance.
- Monitoring and updating relevant Compliance reports, including reporting annually on Compliance activities (Annual Compliance reporting).
- Committed to Total Golden Rules and the use of STOP Cards
- Creates Purchase Orders and generates Goods Receipts for all purchases for the Finance and Accounts Department.
- Develops and maintains a proper filing system.

- Ensures Memos, letters and other documents are delivered to the relevant/appropriate departments/units.
- Receives and keeps records of invoices from all departments.
- Ensures all units in the Finance and Accounts Departments are provided with stationeries to aid in the discharge of their duties.
- Any other duties as may be assigned.

Candidate Profile

- A Business degree or equivalent from a recognized university.
- Ability to relate well to a wide variety of people in a professional and diplomatic manner.
- Self-starter, detail-oriented with exceptional organizational skills.
- Professional report writing and presentation/ communication skills.
- Action-oriented.

Additional Information

Application deadline: 12.07.2026

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