



# Job Advertisement

<b>The Company</b>	E.A.L.S Limited is an incorporated company in Tanzania and operates in Tanzania with its head office in Dar es salaam. The primary objective of the company is to provide Logistics integration services to Tanzania Petroleum subsector including oil & gas projects on an end to end basis.
<b>The Position</b>	<b>PORT CLERK (Fixed Term Contract)</b>
<b>Position Objective</b>	To process and verify necessary container details and documentation before containers are transferred to ICD.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>▪ Receive and check port documents</li><li>▪ Process TPA/ TICTS invoices on time and pay before arrival of vessel</li><li>▪ Process loading orders at TICTS and TPA</li><li>▪ Check discharge list and ensure port handling charges for all containers are paid on time before arrival of vessel</li><li>▪ Check containers, seals, documents before clearance from the port</li><li>▪ Arrange and follow up TICTS /TPA documentation for transfer containers to ICD.</li><li>▪ Follow up terminal operator invoices, check them as per discharge list and submit them the supervisor on time for payment</li><li>▪ Check TICTS /TPA EIR and containers before transfer of the containers out of the port</li><li>▪ Daily report of port activities to PH &amp; L Supervisor</li><li>▪ Participate to all safety training as required</li><li>▪ Adhere to all HSE requirements of the project</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>▪ Minimum O Level Certificate and/or Diploma</li></ul>
<b>Professional Qualification</b>	<ul style="list-style-type: none"><li>▪ Certificate in Clearing and Forwarding</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ At least 5 years relevant experience</li></ul>
<b>Attributes/Skills</b>	<ul style="list-style-type: none"><li>▪ Good Computer skills in MS Office computer packages</li><li>▪ Good communication skills</li><li>▪ Ability to work under pressure to meet deadlines</li><li>▪ High level of integrity</li></ul>
<b>Reporting to</b>	Port Handling & Lifting Supervisor





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Job Advertise Date	Job Reference No	Closing Date
11/02/2022	EALS017/OPS/2022	25/02/2022

**NOTE:**

Apply to [careers.tanzania@eals.co.tz](mailto:careers.tanzania@eals.co.tz)  
Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful

*EALS Limited is an equal opportunity employer.*

