

## Job Advertisement

The Human Resources Office of Daqing Oilfield Constructions Group Company Limited (DOCG) informs all Tanzanians with the following qualifications and who are ready to work at the Marine Storage Terminal Project (MST) at Chongoleani.

### 1.0. Position – Ware House Supervisor (01 post)

#### 1.1. Qualifications: -

- Degree in business management, logistics or a related field preferred.
- At least 3 years' experience as a warehouse supervisor or a similar role.
- Excellent knowledge of warehouse operations and inventory management.
- Proficient in using ERP, warehouse management software and other relevant tools.
- Ability to analyze data, identify trends, and make data-driven decisions.
- Strong communication skills and ability to collaborate effectively with cross-functional teams.
- Knowledge of safety regulations and best practices in warehouse operations.

#### 1.2. Responsibilities: -

##### 1.2.1. Inventory Management

- Oversee the receiving, storage, and distribution of products and materials.
- Maintain accurate inventory records and conduct regular physical inventory checks.
- Implement efficient inventory control measures to minimize discrepancies and losses.
- Coordinate with internal teams to ensure timely deliveries and accurate order fulfillment.

##### 1.2.2. Operational Efficiency

- Develop and implement efficient warehouse processes and procedures.
- Optimize warehouse layout and organization for maximum space utilization.
- Monitor and improve overall warehouse efficiency, including picking, packing, and shipping processes.
- Implement best practices to enhance productivity and reduce operational costs.

##### 1.2.3. Quality Control

- Ensure the quality and condition of products are maintained during storage and transportation.
- Implement quality control measures to identify and address damaged or defective items.
- Collaborate with relevant teams to resolve quality-related issues and implement preventive measures.

#### 1.2.4. Safety and Compliance

- Enforce safety protocols and guidelines to create a safe working environment.
- Ensure compliance with local, state, and federal regulations related to warehouse operations.

#### 1.2.5. Reporting and Documentation

- Generate regular reports on warehouse activities, including inventory levels, order fulfillment, and operational efficiency.
- Maintain accurate documentation of inventory, shipments, and receiving activities.
- Provide reports and analysis to management, highlighting key performance indicators and areas for improvement.

#### 1.2.6. Equipment Maintenance

- Oversee the maintenance and repair of warehouse equipment, such as forklifts, pallet jacks, and conveyor systems.
- Schedule regular equipment inspections and ensure compliance with safety standards.
- Coordinate with maintenance personnel to address equipment issues promptly.

### 1.3. Duration

The Contract shall be for a specific task for the whole constructions period of the project.

### 1.4. Job type

Full time employment

### 1.5. Place of Work & Residency

The place of work for this position shall be Chongoleani ward in Tanga city, as our sites are located there. Daqing Oilfield Constructions Group Company Limited (DOCG) will provide camp accommodation in our temporary facilities for this positions. It is mandatory for individuals in these positions to utilize the camp accommodations.

### 1.6. Mode of application

Send hand delivery applications to Daqing Oilfield Constructions Group Company Limited (DOCG) human resource office through Ward Executive Office at Chongoleani ward in Tanga city (For those coming from Tanga and local communities) or send an online applications to Daqing Human Resource online application email to [tz\\_hr@docgi.cn](mailto:tz_hr@docgi.cn) (For those outside of Tanga City) on or before **4<sup>th</sup> of December 2023 at 17:30 hours East African Time (EAT)**. Email applications should include the position applied for in the subject of the mail.

***NOTE: For these positions, applicants from other parts of Tanzania are not required to stamp their application letters at the Chongoleani Ward office; only natives of the Chongoleani Ward are eligible to do so.***

**WOMEN ARE ENCOURAGED TO APPLY.**

Deadline for Applications shall be at least 14 days from day of advertisement  
**(Deadline for applications is 4<sup>th</sup> December 2023)**

NOTICE; NO HIRING AT THE GATE!!!

**Application is completely free, do not pay to apply or to get a job!!**

For inquiries (working hours): 0764467564,0755 217 597,

Issued by;-

Human Resource Officer (Daqing Oilfield Constructions Group Company Limited)  
On this 20 day of November , 2023.

## Tangazo La Kazi

Ofisi ya Rasilimali Watu ya Daqing Oilfield Constructions Group Company Limited (DOCG) inawatangazia Watanzania wote wenye sifa na walio tayari kufanya kazi katika eneo la Chongoleani katika Mradi wa Bomba la Mafuta Ghafi la Afrika Mashariki (EACOP).

### 1.0. Nafasi – Msimamizi wa Ghala (Nafasi 01)

#### 1.1. Sifa za muombaji: -

- Shahada ya usimamizi wa biashara, usafirishaji au zinazoendana na hizo.
- Uzoefu katika fani ya Usimamizi wa Ghala usiopungua Miaka Mitatu (3).
- Ujuzi Bora wa Uendeshaji wa Ghala na Usimamizi wa Hesabu.
- Awe na ufahamu wa kutumia programu za kuendesha shughuli za kwenye maghala kama vile **ERP**, na uzoefu wa matumizi ya mifumo mengine ya kimtandao ya usimamizi wa Ghala.
- Uwezo wa kuchambua taarifa, kutambua mienendo, na kufanya maamuzi yanayohusiana na taarifa za kikazi.
- Ujuzi mzuri wa mawasiliano na uwezo wa kushirikiana kwa ufanisi pamoja na wafanyakazi wengine katika kazi.
- Mwenye maarifa na uelewa wa kanuni za usalama na uwezo wa kumudu vizuri kazi ya usimamizi wa ghala kulingana na mazoea bora ya kitaaluma.

#### 1.2. Majukumu ya kazi:

##### 1.2.1. Usimamizi wa kumbukumbu za ghala

- Kusimamia upokeaji, uhifadhi na usambazaji wa bidhaa na nyenzo za ujenzi kutoka ghalani.
- Kudumisha hesabu na rekodi ghalani pamoja na kufanya ukaguzi wa mara kwa mara wa uhakiki wa vifaa na samani za ghala kwa umakini.
- Kutekeleza kwa ufanisi udhibiti wa mahesabu, hatua za kupunguza tofauti na hasara.
- Kuratibu mambo kwa kushirikiana na wafanyakazi wengine kwenye idara ili kuhakikisha utoaji kwa wakati vifaa pamoja na utimilifu wa maagizo menigine kwa sahihi.

##### 1.2.2. Ufanisi wa uendeshaji na utendaji

- Kuendeleza na kutekeleza kwa ufanisi taratibu na utaratibu wa Ghala.
- Boresha mpangilio wa Ghala kwa kiwango cha juu ilikuwezesha matumizi ya nafasi.
- Kufuatilia na kuboresha ufanisi wa jumla wa ghala, ikiwa ni pamoja na uchukuaji, upakiaji na michakato ya usafirishaji wa bidhaa mbali mbali.
- Kutekeleza mazingira bora kwenye ghala ili kuongeza tija, na kupunguza gharama za uendeshaji.

### 1.2.3. Udhibiti wa ubora

- Kuhakikisha ubora na hali ya bidhaa inadumishwa wakati wa kuhifadhi na usafirishaji.
- Kutekeleza hatua za udhibiti wa ubora ilikutambua na kushughulikia bidhaa zilizoharibika au vitu vyenye kasoro
- Shirikiana na timu husika kutatua masuala yanayohusiana na ubora kutekeleza hatua za kuzuia kuharika kwa ubora wa bidhaa.

### 1.2.4. Kufuata taratibu za usalama.

- Kutekeleza itifaki na miongozo ya usalama na kutengeneza mazingira mazuri ya kufanyia kazi.
- Kuhakikisha unafuata sheria za kitaifa na kanuni zinazohusiana na shughuli za ghala

### 1.2.5. Kuandaa ripoti na nyaraka nyinginezo

- Kuandaa ripoti za mara kwa mara kuhusiana na shughuli za Ghala na viwango vya mahesabu, utimilifu wa maagizo (**orders**) na ufanisi wa uendeshaji.
- Kutunza na kudumisha nyaraka mbali mbali za ghala kama vile nyaraka za kumbukumbu za bidhaa na vifaa, nyaraka za usafirishaji na nyaraka za kupokea mizigo mbali mbali kwenye ghala.
- Kutoa ripoti na uchambuzi kwa uongozi wa idara na kampuni na kuangazia viashiria muhimu vya utendaji na maeneo ya kuboresha.

### 1.2.6. Matengenezo ya Vifaa

- Kusimamia Matengenezo na ukarabati wa vifaa vya Ghala kama **Forklifts, Pallet Jacks** na Mifumo ya **Conveyor**. (*Mashine za kusafirisha mizigo ndani ya ghala*)
- Kupanga ukaguzi wa mara kwa mara wa vifaa na kuhakikisha kufuata viwango vya Usalama
- Kuratibu na kusimamia wafanyakazi wa matengenezo na kushughulikia maswala ya vifaa vya matengenezo.

## 1.3. Muda wa Mkataba

Mkataba wa kazi Maalum kulingana na mradi.

## 1.4. Muda wa Kazi.

Muda wote wa mradi au kipindi chote cha mradi.

## 1.5 Sehemu ya Kazi na Makazi.

Sehemu ya kazi kwa nafasi hii itakuwa eneo la Chongoleani katika jiji la Tanga, kwani maeneo yetu ya kazi yalipo. Kampuni ya Daqing Oilfield Constructions Group Company Limited (DOCG) itatoa malazi ya kambi ka kwa ajili ya nafasi hii. Ni lazima kwa watu wenye nafasi hizi kutumia malazi ya kambi.

### 1.5. Njia ya Maombi.

Tuma maombi kwa Afisa Rasilimali Watu wa Daqing Oilfield Constructions Group Company Limited (DOCG) kupitia Ofisi ya Kata Chongoleani iliyopo ndani ya jiji la Tanga (Hii ni kwa wakazi wa Jiji la Tanga na Kata ya Chongoleani) au kwa barua pepe [tz\\_hr@docgi.cn](mailto:tz_hr@docgi.cn) (Kwa waliopo nje ya Jiji la Tanga) **kabla ya tarehe 4 Disemba 2023 saa 17:00 kamili jioni (Saa za Afrika Mashariki)**. Maomba yatakayotumwa kwa barua pepe ni lazima yaoneshe nafasi uliyoomba kwenye kichwa cha barua pepe.

**ZINGATIA: Kwa nafasi hizi, waombaji kutoka maeneo mengine ya Tanzania hawatakiwi kupiga muhuri barua zao za maombi katika Ofisi Kata ya Chongoleani; Ni wenyeji tu wa Kata ya Chongoleani wanaostahili kufanya hivyo.**

#### **WANAWAKE WANAHIMIZWA KUTUMA MAOMBI**

Mwisho wa kutuma Maombi ni siku 14 kutoka siku ya tangazo  
**(Kabla ya Tarehe 4 Disemba 2023)**

TAARIFA: HAKUNA KAZI ZINAZOTOLEWA GETINI!!!

**Maombi ni bure kabisa, usilipe au kutoa hela kupata kazi!**

Kwa Maelezo (masaa ya kazi): 0764 467 564,0755 217 597,

Imetolewa na; -

Afisa Rasilimali Watu (Daqing Oilfield Constructions Group Company Limited)  
Katika siku hii ya tarehe 28 Novemba, 2023.