

MOROGORO MUNICIPAL COUNCIL

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In reference, please quote:



Municipal Director's Office,
P.O. Box 166,
MOROGORO
TANZANIA

JOB VACANCY

Job Title: Msamvu Bus Terminal Manager

Employer: Morogoro Municipal Council

Location: Msamvu Bus Terminal, Morogoro

Reporting to: Director of Morogoro Municipal Council

Contract type /Employment Category: Fixed Term

Employment Type: Temporary and Contract Terms

Salary: Remuneration as per Tanzania government scales

Application Dead Line: 15, March, 2020

Job summary

Msamvu Bus Terminal is a modern Bus Terminal located in Morogoro Municipality, Tanzania, it is an international Bus Terminal very close to one of the biggest round about in east Africa serving three main routes, Dares Salaam, Iringa and Dodoma together with neighboring countries like Zambia and Malawi, and from lake zone. Being an international bus terminal, the council is looking for a qualified applicant to manage, oversee, supervise and monitoring the terminal activities and ensure that effective business undertakings are accomplished. A person that establishes relations with customers, staff and other stakeholders.

Job Requirements:

- **Academic Qualification :** Holding at least Bachelor's Degree in Business Administration, Accounting, Finance and Procurement, Holder of Master's Degree will be an added advantage
- **Experience level :** A well demonstrated leadership experience at work and Management Level experiences in Business Oriented companies at least 3 years
- **Language proficiency :** good verbal and written skills in both English and Kiswahili (Business fluent, written and spoken)

- Ability to meet service deliverance expectations including to customers and safety respectively
- Ability to carry out responsibilities independently with minimal technical support
- Must be able to function effectively in a complex work environment
- Excellent skills in ms office applications and other relevant software

Key areas of Responsibility:

- You will be Chief Executor and supervisor of the Msamvu Bus Terminal
- Supervising and monitoring collection of revenue including but not limited to taxes
- Oversee billing ,safety and terminal operation compliances
- Provide business and financial information to the municipal director
- Manage the financial activities and schedules to meet the financial reporting requirement and specified deadlines
- Oversees the protection of the terminal assets (cash ,inventory ,fixed assets)
- Maintenance of discipline ,for seeing that all employee under your supervision ,both permanent and temporary discharge their duties properly and efficiently
- Promptly enquiring into complaints made by public and where necessary reporting the facts to the municipal director
- Educate owners of all motor vehicles about their duties and responsibilities ,awareness of the governing laws in the area and the country as a whole
- To perform any other related duties as may be assigned

General conditions

- i. All applicants must be citizens of Tanzania
- ii. Interested Applicants should send their cover letter together with an up to date curriculum vitae having reliable contacts, postal address ,email and telephone numbers and copies of academic certificates
- iii. Applicants should apply on the strength of the information given in this advertisement
- iv. A signed application letter should be written in English and addressed to ; **Director ,Morogoro Municipal Council ,P .O. Box 166 , Morogoro**
- v. All applications to reach this office not later than 15th March 2020 at 15.00
- vi. Please do not apply or submit online
- vii. Only shortlisted applicants will be informed on a date for interview
- viii. The council reserves the right to reject outright any application that does not meet the application requirements listed above



SHEILLA E. LUKUBA

Director, Morogoro municipal council

**MUNICIPAL DIRECTOR
MOROGORO**