



## **PUBLIC NOTICE**

**TO: ALL APPLICANTS**

**REF.NO: CAC.29/86/05/C/72**

Following the job advertisement published on 30<sup>th</sup> December 2025, ATCL wishes to inform the public that amendments have been made to certain details of the advertised positions. This notice therefore provides the amended information for the positions listed below:

### **1. POSITION: CREW SCHEDULING OFFICER II (8 POSTS)- (REVISED)**

#### **1.1. MINIMUM ENTRY QUALIFICATIONS:**

- a) Must be a holder of Bachelor Degree in any field
- b) Must have one of the following certificates; Air Transport Management, Air Ticketing, Air Cargo, Dangerous Goods, Ground Handling, or equivalent qualifications from any recognized Aviation institution.

#### **1.2. DUTIES AND RESPONSIBILITIES**

##### **A: Planning Responsibilities:**

- i. To prepare monthly rosters for crew including training rosters taking into considerations the optimum utilization of crew as per regulations laid down by TCAA and Company policy;
- ii. To ensure a fair equitable distribution of work among Flight Crew and Cabin Crew in terms of type of trips, number of flying hours and duty hours
- iii. To ensure the day-to-day management and modification of the published rosters as per operational requirements;
- iv. To provide solutions during flight disruption and ensure optimum utilization of crew;
- v. Monitoring of Flight Crew and Cabin Crew published rosters, ensuring strict adherence to TCAA mandatory regulations;
- vi. To maintain detailed records of flight times, rest times, holidays, sickness, training, and 'deadhead' activities of crew members as well as supervising the entry of such details into appropriate systems;
- vii. Ensuring crew members are notified of any amendments to their published roster in a timely manner;
- viii. To prepare monthly payments reports for all crew;
- ix. To Prepare and monitor annual leave plan for crew ensuring leave requirements are met without disruption to operations;

## **B: Crewing Responsibilities:**

- i. To ensure the day-to-day management and modification of the published rosters as per operational requirements;
- ii. To provide solutions during flight disruption and ensure optimum utilization of crew;
- iii. To monitor Flight Crew and Cabin Crew published rosters, ensuring strict adherence to TCAA mandatory regulations;
- iv. To ensure all flights are crewed in accordance with TCAA and company rules and regulations;
- v. To prepare daily duty sheet considering crew complaints, TCAA regulation and language speaker requirement for all flights operated by Air Tanzania;
- vi. To respond to absences for reasons such as sickness, flight delays, etc, by rescheduling crew members at short notice, and call replacements, in coordination with the Operational Control;
- vii. To ensure members are notified of any amendments to their published roster in a timely manner.

## **2. POSITION: CATERING OFFICER II (4 POSTS)- (REVISED)**

### **22.1. MINIMUM ENTRY QUALIFICATIONS:**

- a) Must be a holder of a Bachelor Degree in one of the following fields; Hotel Management, Nutrition, Food Production or equivalent qualifications from recognized institutions.

### **22.2. DUTIES AND RESPONSIBILITIES**

- i. Reconcile with the cabin crew on catering, dry stores and beverages provided after each flight
- ii. Supervise the requirements of drinks, meals and dry stores for each flight.
- iii. Maintain a minimum stock to cater for emergencies and during public holidays.
- iv. Prepare reports on flights consumptions of meals, beverages and dry store commodities.
- v. Performs any other official duties as may be assigned by your supervisor

## **3. TERMS AND CONDITIONS:**

Specified term contract for qualified Tanzanians with attractive remuneration and fringe benefits in line with ATCL Salary Structure and Incentive Scheme.

## **4. GENERAL CONDITION FOR APPLICANTS:**

- i. All applications must be sent through ATCL Recruitment Portal by using the following address: <https://recruitment.atcl.co.tz> and NOT otherwise. This address can also be found at Air Tanzania website.

- ii. Interested applicants must upload a duly signed application letter for consideration of the application. The letter should be addressed to **Managing Director & CEO, Air Tanzania Company Limited, P.O. Box 543, Dar es Salaam.**
- iii. All applications must be accompanied with an updated curriculum vitae (CV), Certified copies of all certificates (including secondary school, professional and birth certificates).
- iv. **Tanzanians applicants who have studied outside Tanzania must have their certificates approved by Tanzania Commission for Universities (TCU) or National Examination Council- NECTA).**
- v. Name and address of at least two reputable referees;
- vi. Applicant's reliable contact address, email address and telephone number.
- vii. Only shortlisted candidates will be informed on the date of interview
- viii. Women are highly encouraged to apply.
- ix. Misrepresentation of qualifications or any other information on application shall warrant legal consequences.
- x. Applications should reach the undersigned within 14 days from the first date of this announcement.