

# 1. Receptionist at Safer Power Company Ltd

Safer Power Company Ltd

Dar es Salaam, Tanzania

Receptionist is responsible for receiving and welcoming clients and visitors to Safer Power Co. Ltd office. S/he is in charge of giving clients directions to various parts of the office, contacting employees regarding visitors, answering phones and taking messages, and sorting and distributing mail. Excellent written and verbal communication skills, as well as competency in Microsoft Office applications such as Word and Excel are necessary to be successful in this position.

## Responsibilities

- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Receiving visitors, greeting and welcoming them and guide them as per their request or need
- Provide customer support by responding to queries through phone and replying to emails in a timely manner.
- Receive, sort and distribute daily mail/deliveries
- Provide administrative support via phone or email by forwarding incoming calls and direct visitors to the right person and/or department
- Maintain the office and keep all the office equipment in check as well as order any necessary office supplies
- Managing calendars by scheduling important meetings, arranging travel and accommodation
- Perform other clerical duties such as photocopying, filing and keeping records of office expenses.
- Coordinating with other staff to resolve administrative matters
- Maintain office security by following safety procedures and controlling access via the reception desk

## Requirements and skills

- A degree in Hospitality or related course
- 3 years' experience as a receptionist or a customer service
- Hands on experience with office equipment such as printers, laptop and phones
- Excellent time management, communication, multitasking, customer service & organizational skills.
- Resourceful when resolving issues
- Punctuality with strong attendance record
- Beautiful, charming and talented experienced skills
- Professional dress code i.e. neat and tidy

How to Apply

Send your Application letter and CV to the following email address: [saferpowercompanyltd@gmail.com](mailto:saferpowercompanyltd@gmail.com)

Deadline: 31/03/2023

## 2. Sales Executives at Safer Power Company Ltd - 3 Positions

**Safer Power Company Ltd**

**Dar es Salaam, Tanzania**

The sales team will be responsible and accountable for ensuring that existing customers are retained while onboarding new ones. S/he will also be required to exercise high levels of customer service while delivering after-sales services to clients.

### Responsibilities

- Conduct market research and analysis to gain insight into market competition and trends
- Follow-up with customer queries and business development opportunities
- Maintain good relationships with clients to shorten sales cycles and increase revenue
- Assists the team in maintaining records of sales, pricings, and activity reports
- Introducing, demonstrating and familiarizing clients with products or services
- Follow up on any product or service issues on behalf of the client
- Conduct sales meetings with clients, either virtually or by visits in person
- Providing weekly and monthly reports as may be requested
- Drive business development strategies and commercial activities with new and existing clients.
- Providing after-sales service including courtesy calls and site visits
- Specify timely, accurate, and competitive pricing options in proposals to convince clients and achieve desired profits
- High Level degree of integrity, Honest and disciplined Personality

### Requirements and skills

- Diploma/Degree in Sales & Marketing or equivalent
- A degree in Electrical/Mechanical engineering will also be an added advantage
- Minimum 2 years of work experience in energy-related sector
- Strong Business Acumen to achieve revenue targets
- Excellent networking & negotiation skills with both internal and external stakeholders
- Customer oriented
- Excellent communication and presentation skills
- A self-starter and result oriented personality
- High level degree of integrity, honest and disciplined Personality

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Deadline: 31/03/2023

## 3. Accountant at Safer Power Company Ltd

### Power Company Ltd

### Dar es Salaam, Tanzania

The Accountant is responsible for managing and the reporting of financial information to Safer Power Ltd management for decision-making. She/he may perform all the tasks encompassed in an accountancy role within the company.

### Responsibilities

- Examining bank statements and reconciling them with general ledger entries
- Examining expenses submitted by employees
- Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
- Generating/creating financial reports for management monthly or on request
- Reconciling company's bank statements and book keeping ledgers
- Filing and remitting taxes and other financial obligations
- Maintaining accurate and up to date financial records
- Assisting management in the decision-making process by preparing budgets and financial forecasts
- Maintain accounting controls by preparing and recommending policies and procedures
- Support month-end and year-end close process
- Communicate with Manager and/or Director on work status and client issues that arise
- Contribute to a strong client relationship through positive interactions with client personnel

### Requirements and skills

- BSc in Accounting, Finance or relevant degree.
- A minimum of 3 years' experience as an Accountant
- Work experience as an Accountant.
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP).
- Hands-on experience with accounting software like Tally and QuickBooks.
- Advanced MS Excel skills such as pivot tables.
- Experience with general ledger functions.
- Strong attention to detail and good analytical skills.
- Additional certification (CPA) is a plus.
- 10.High Level degree of integrity, Honest and disciplined Personality

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## 4. Business Development Manager at Safer Power Company Ltd

### Safer Power Company Ltd

#### Dar es Salaam, Tanzania

The Business Development Manager is responsible for developing and maintaining client and stakeholder relationships, identifying and building a pipeline of opportunities to ensure continuous revenue generation for the company.

#### Responsibilities

- Meeting sales goals and other KPIs as set by management
- Participate in strategic business planning; developing strategic positioning plan for company and project pursuits to win work
- Develop and produce internal and external communications, marketing/branding/advertising materials and presentations
- Coordinate pre-qualification efforts with targeted customers and partners
- Initiate customer feedback on proposals and presentations
- Actively participate in key customer interactions and engagement and hold assigned key client relationships at a senior level.
- Provide insight into market sectors; perform market trends analysis
- Develop and maintain relationships with current and potential partners including, but not limited to targeted customers, design professionals, partner companies, utilities, equipment manufacturers, and engineering firms
- Define and prioritize clients, identify and engage emerging clients, lead strategic decisions on which clients to pursue/not to pursue and ensure a healthy pipeline of revenue opportunities.
- Familiarize yourself with customer's project estimates to facilitate discussion with customer
- Complete Request for Proposals with 100% accuracy and compliance with the owner's specification
- Take work direction, utilize training, and complete performance reviews
- Use appropriate level of forethought and planning in decision- making to assure project success
- Managing . & maintaining a monthly target sales portfolio of 8M

#### Requirements and skills

- Bachelor's degree in (Sales and Marketing or Engineering is an added advantage)
- Proven work experience in a similar capacity or role within an engineering company
- A minimum of 5 years' experience
- Excellent interpersonal skills
- Excellent leadership skills to offer guidance to the team
- Excellent problem-solving abilities

- Excellent communication skills for overseeing staff and working with other management personnel
- Organizational skills for keeping track of various budgets, employees, and schedules simultaneously. & maintaining a monthly target sales portfolio

## 5. Tender Projects Team at Safer Power Company Limited - 2 Positions

### **Safer Power Company Limited**

#### **Dar es Salaam, Tanzania**

The team will ensure that Safer Power Co. Limited submits high quality, competitive winning bids. S/he will co-write technical proposals and provide support to management in ensuring that all Projects and bidding requirements are fully and duly met. S/he will also provide support with current/ ongoing projects.

#### **Responsibilities**

- Identify and Manage all the pre-qualifications and present them to the management for review and approval
- Knowledge and experience in TANEPs System, World Bank bidding, and reputable International Organizations tendering Processes.
- Sourcing for relevant tenders, Monitors the tender submission process for formatting, completeness, consistency, and compliance
- Ensures the completeness and accuracy of contracts, including monitoring all related liabilities and third-party contracts.
- Assist with and coordinate any graphic design input, arrange printing of any hard copies, support the team in ensuring the bid is a winning submission.
- Ensuring a bid delivery plan is in place and that the team is aware of their role in the bid delivery and are available.
- The ability to work as a team and to get accurate, high quality information from all bid stakeholders to produce bid collateral is essential.
- Utilizing networks and online channels to assist with sourcing experts that meet bid requirements
- Assists in the management of data related to the tendering process
- Ensuring that compliance checks for the subcontracting of experts is conducted and they are on-boarded effectively.
- Escalate issues requiring technical advice that need to be referred to the technical experts within Safer Power Ltd.
- Deliver projects within agreed budgets and timeframes in locations that are often remote and difficult to service.
- Stay abreast of and communicates any changes in contractual requirements
- Monitor and report on the performance of external consultants and contractors to ensure that service delivery is to agreed standards and within contractual obligations.
- Coordinate and communicate proposal document delivery and costing requirements to meet proposal due dates while raising, tracking and documenting issues
- Ensures all relevant documentation for bid proposals is complete and accurate

- Ensure all technical, commercial and contractual correspondence with Suppliers are efficiently addressed and closed out.
- Prepare written proposals, financial proposals and attach all the relevant documentation
- Keep tender deadlines and deliver before time
- Contribution in cost and price calculations
- Coordination of tender reviews and deadlines and adjust them to the frameworks given

### Requirements and skills

- A degree in Electrical & Mechanical Engineering
- A course or experience in project Management will be an added advantage
- 2-3 Years' experience in Tendering and Project Management
- Knowledge on CAD Software
- Strong time-management and organizational skills
- Ability to multitask, high degree of integrity and disciplined personnality
- Excellent negotiation skills, Self-motivated and hardworking
- Good understanding of Tender Management Process
- Excellent communication skills in both written and spoken English and Swahili
- 10.Proficiency in Office Computer applications

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