



WELLY GROUP COMPANY LIMITED

Plot 8, Block46, Mwenge, Mpakani center
Dar es salaam
+255 767 537 206
info@wellygrouptz.com
www.wellygrouptz.com



JOB PROFILE

WELLY GROUP COMPANY LIMITED is a service provider group of companies, based in Dar es Salaam Tanzania; fully licensed and incorporated under BRELA. Currently looking for dynamic result-oriented individuals to fill the following vacancies:

Job Title: Marketing Manager (1 Post)
Work Station: Dar es Salaam
Reports To: COO
Age: 35+

SUMMARY

Provide leadership and coordination of company sales and marketing functions. Develop and implement sales and marketing strategy. Monitor and analyze sales and marketing activity against goals.

PRIMARY RESPONSIBILITIES

- Direct and coordinate company marketing functions.
- Direct and oversee the company marketing function to identify and develop new customers for services.
- Research and develop strategies and plan which identify marketing opportunities, and direct marketing.
- Analyze and evaluate the effectiveness of sales, methods, costs, and results.
- Develop and manage marketing budgets, and oversee the development and management of the operating budgets.
- Plan and coordinate public affairs, and communications efforts, to include public relations and community outreach.
- Establish and implement short- and long-range goals, objectives, policies, and operating procedures.
- Supervise the planning and development of company marketing and communications means.
- Represent the company at various community and/or business meetings to promote the company.
- Promote positive relations with partners, vendors, and distributors.
- Recommend and administer policies and procedures to enhance operations.
- Work with department managers and corporate staff to develop marketing plans for the company.
- Experience in drafting documents that initiate business.
- Other duties as assigned and any added Communication technical skills & experience will be an added advantage.



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SALES & OTHER TARGETS

- The targets to be achieved, monthly, quarterly, mid-annually & Annual will be discussed and agreed.
- Train, supervise, and evaluate department staff.

KNOWLEDGE AND SKILL REQUIREMENTS

It is important for the candidates to have the following

- Experience in strategic planning and execution. Knowledge of contracting, negotiating, and change management. Knowledge of structuring sales quota goals and revenue expectations. Experience in planning marketing strategies, advertising campaigns, and successful public relations efforts.
- Work requires professional written and verbal communication and interpersonal skills. Ability to motivate teams to deliver within tight timeframes and simultaneously manage several conditions are normal for an office environment. Work may require occasional weekend and/or evening work.
- Ability to participate in and facilitate group meetings.
- Work requires willingness to work a flexible schedule.

Job Title: Marketing Officer (1 Post)

Work Station: Dar es Salaam

Reports To: Marketing Manager

Age: 28+

Job Purpose

The Sales and Marketing Officer's responsibilities include participating in generating unique sales plans, creating engaging advertisements, emails, and promotional literature, developing pricing strategies, and meeting marketing and sales human resource objectives. The Senior Marketing Officer represents the company's brand and drives strategies to increase product awareness by observing the market, competitors, and industry trends.

We expect you to have strong interpersonal, leadership, and communication skills. You should also possess an in-depth knowledge and understanding of sales and marketing.

Marketing Officer Requirements

- A Bachelor's degree in Marketing, Public relations, Marketing & Communications, Business Administration, or any other related degree from a well-recognized university.



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- 3-5 years' experience in marketing or sales.
- Experience in management may be advantageous.
- Valid driving license is a must.
- Understanding and knowledge of sales and marketing.
- Strong analytical, organizational, and creative thinking skills.
- Excellent communication, interpersonal, and customer service skills.
- Knowledge of data analysis and report writing.
- The ability to understand and follow company policies and procedures. The ability to work under pressure.

Marketing Officer Responsibilities

- Promoting the company's existing brands and introducing new products to the market.
- Analyzing budgets, preparing annual budget plans, scheduling expenditures, and ensuring that the sales team meets their quotas and goals.
- Researching and developing marketing opportunities and plans, understanding consumer requirements, identifying market trends, and suggesting system improvements to achieve the company's marketing goals.
- Gathering, investigating, and summarizing market data and trends to draft reports.
- Implementing new sales plans and advertising.
- Recruiting, training, scheduling, coaching, and managing marketing and sales teams to meet sales and marketing human resource objectives.
- Maintaining relationships with available clients by making regular visits, understanding their needs, and anticipating new marketing opportunities.
- Staying current in the industry by attending educational opportunities, conferences, and workshops, reading publications, and maintaining personal and professional networks.

Key Attributes.

- Ability to accept criticism and work well under pressure.
- Attention to Detail,
- Demonstrate the aptitude or competence for assigned responsibilities
- Reporting Skills through advanced Excel sheet, Microsoft word and Power point presentation
- Excellent verbal and written communication skills – English & Kiswahili
- Continuously pursues to improve skills through On-job or external training
- Deadline-Oriented, manage time and resources well and demonstrates good organizational abilities.



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- Committed, motivated and able to achieve tasks in required time frame Positive attitude, Strong interpersonal skills.

Job Title: Fleet Manager (1 Position)
Reports To: COO
Work station: Dar es Salaam
Age: 35+

Job Purpose

We are looking for highly organized candidates for the position of Fleet Manager. Fleet Manager is responsible for maintaining detailed vehicle servicing and inspection records and scheduling regular vehicle maintenance to ensure the fleet is operational and road worthy, among other duties. Moreover, Fleet Managers will be responsible for the disciplining of drivers who are not efficiently using their time, requiring excellent leadership, decision making and good verbal communication skills.

Duties and Responsibilities

- Maintain absolute customer focus, keeping the customer fully informed on progress and to effectively manage their expectations through accurate tracking reports and constant liaison which is relevant, reliable, reactive and convenient.
- Deal with customer complaints rapidly and professionally in liaison with the Fleet planning and client liaison teams and Operations leads.
- Ensure clear and concise vehicle fault reporting, ensure immediate and thorough accident/incident investigations are carried out and solutions provided to mitigate recurrence, ensuring all areas for improvement are fully investigated and rectified in accordance with company procedures.
- Trip monitoring and vehicle tracking is to be carried out diligently and consistently, ensuring there are no avoidable delays and drivers are well informed on their progress and adherence to the journey management plan.
- Ensure all trips are legally compliant, all documentation requirements are met and documentation required for invoicing are processed correctly.
- Responsible for ensuring the implementation of fleet management systems and policies in compliance with WELLY CARS.
- Responsible for using vehicle management system to track and manage expenses in line with budget and ensuring resources are utilized efficiently and with integrity, paying special attention to fuel consumption and liaising with Finance and Operations departments.
- Participate in annual fleet management needs assessment and planning; assist in fleet lifecycle management from procurement to disposal.



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- Plan technical vehicle specification and maintenance schedules; monitor drivers to ensure regular inspection of fleet and contracted vehicles and maintenance/repair work.
- Assist in the establishment and management of supply and maintenance contracts for WELLY GROUP fleet workshops.
- Prepare complete fleet management reports to WELLY GROUP management for informed decision making
- Develop and implement in liaison with Logistics Procurement manager a training and development plan for fleet staff to improve skills, safety and security and efficient use of vehicles.
- Supervise all Drivers and coordinate all movement.
- Facilitate (a minimum) monthly Fleet Team Meeting to enable opportunities for team training and development opportunities.
- Ensure direct reports have clear objectives, receive mentorship and participate in capacity building opportunities.
- Conduct performance evaluations and enforce disciplinary procedures as per WELLY GROUP policy.
- Other duties as assigned.

Qualifications and Experience

- A minimum of University Graduate Degree in any relevant discipline or equivalent vocational experience in Transport / Logistics service support
- At least three years working experience in the field;
- Project Management (Desirable)
- Business Management (Desirable)
- Safety Management (Desirable)
- Leadership skills to motivate and inspire team members
- Clear communication skills ensuring clear and candid information
- Strong management skills ensuring efficient use of resources
- Computer Literacy to effectively operate and manipulate management systems
- Faultless administration skills ensuring accurate and efficient procedures Problem solving skills to ensure obstacle to progress are overcome



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JOB TITLE: TAX Consultant (1Female 2 Male)
REPORTS TO: TAX Master
Work station: Dar es Salaam
Age: 28+

Job Purpose:

We are seeking a highly skilled and experienced Tax Consultant to join our team. As a Tax Consultant, you will be responsible for providing expert advice on tax planning, compliance, and optimization strategies. The ideal candidate will have a strong understanding of tax laws, regulations, and possess excellent analytical and communication skills.

Duties and Responsibilities:

- Analyze financial information to develop effective tax strategies for clients.
- Provide guidance on minimizing tax liabilities through legal means.
- Ensure accurate and timely preparation of tax returns.
- Stay updated on changes in tax laws and regulations to ensure compliance.
- Consult with clients to understand their financial goals and provide personalized tax advice.
- Address client queries and concerns regarding taxation matters.
- Conduct in-depth research on tax issues and developments.
- Analyze complex tax issues and provide well-reasoned recommendations.
- Assist clients during tax audits by preparing documentation and representing them before tax authorities.
- Utilize tax software and technology to enhance efficiency in tax-related tasks.

Key Attributes:

- In-depth knowledge of tax laws, regulations, and accounting principles.
- Strong analytical and problem-solving skills.
- Excellent communication skills, both written and verbal.
- Ability to build and maintain strong client relationships.
- Flexibility to adapt to changes in tax laws and regulations.
- Maintain a high level of integrity and ethical conduct in all dealings.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field. Master's degree or CPA certification is a plus.
- Minimum of [3 years] of experience in tax consulting or a related field.
- Professional certifications such as CPA, is highly desirable.
- Proficient in the use of tax software and MS Office suite.
- Must have a clean and valid Driving License.



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JOB TITLE: Driver (4 Female, 10 Male")
REPORTS TO: Fleet Manager
Work station: Dar es Salaam (10), Kigoma (1), Mwanza (1), and Zanzibar (2)
Age: 28+

Duties and Responsibilities

Subject to any general or specific directions by the Fleet Manager and Superior officers, the drivers will be responsible for:

- All matters pertaining to staff transport while on duty;
- Reports on motor vehicle faults and supervise motor vehicle services and repairs;
- Driving properly any type of vehicles assigned to him/her;
- Ensuring that the vehicle assigned to him/her is always clean, in good running condition and is parked in a safe place;
- Undertaking routine checks on the vehicle to ensure that it is serviceable;
- Reporting promptly any detected fault or defect on the motor vehicle;
- Sending the vehicle for service when due and advice on fuel consumption rate. Using the vehicle only on assigned duties and keeping time when on duty.
- Ensuring that the security of vehicle is safeguarded all the time;
- Maintaining vehicle logbook accurately and timely;
- Maintaining self-cleanliness/Smartness and be on proper uniforms all the time when on duty
- Performs any other duties as may be assigned by his superiors.

Qualifications and Experience

- Minimum education form four.
- Must have a class C driving license and have attended driving courses from recognized institutions;
- At least five years working experience in the field with a good driving record. Experience/skills on basic mechanics will be an added advantage. Certificate from recognized institutions ie NIT, VETA et,
- Advanced Drivers Grade II (VIP) - from NIT.
- Must have passed LATRA examination
- Must have experience in driving both manual and automatic transmission vehicles.
- Must know how to ride a motorbike.



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Job Title: Riders (2 Positions)
Reports to: Rider
Work station: Dar es Salaam
Age: 35+

Duties and Responsibilities

Subject to any general or specific directions by the Fleet Manager and Superior officers, the rider will be responsible for:

- Document and parcel delivery
- Communicator between business partners
- Maintain Confidentiality
- Minimize risk
- Take risk of sensitive documents.
- Verify recipient identities before delivering items
- Record delivery details and obtain signatures as proof of delivery
- Maintain communication with dispatchers or supervisors for updates and issues
- Collect payment if required
- Plans route to ensure timely delivery
- Respond to accidents, emergencies or criminal incidents

Qualifications and Experience

- A form four leaver with a driving license and have attended driving courses from recognized institutions;
- At least three years working experience in the field with a good riding record.
- Experience/skills on basic mechanics will be an added advantage.
- Certificate from recognized institutions ie NIT, VETA etc.

REMUNERATION

Competitive pay packages will be offered to the right candidate based on Applicants' qualifications and experience.

ADDRESS:

Address your application letter to:
HUMAN RESORCE MANAGER
WELLY GROUP COMPANY LIMITED
P. O. BOX 60127, DAR ES SALAAM



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MODE OF APPLICATION

Interested candidates should go to www.wellygrouptz.com/career the career page and follow instructions for applying

DEADLINE: 10TH JAN 2025, 15:00 HRS

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(Make Today Count for the Future)
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