



Jorafra Transport Agency Ltd

"Moving Business, Delivering Confidence"

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Ilemela - Mwanza

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JOB VACANCY ANNOUNCEMENT

Jorafra Transport Agency Ltd is a leading logistics and transport solution provider in Tanzania. We are seeking dynamic, self-motivated, and qualified individuals to join our team for the following vacant positions across our branches:

VACANT POSITIONS & SPECIFICATIONS

Position Title	No. of Posts	Duty Station	Key Qualifications & Requirements
Dar es Salaam Branch Manager	1 Post	Dar es Salaam	● Bachelor's Degree or Higher Diploma in Business Administration, Logistics, or related field. ● Minimum 2–3 years of proven

Position Title	No. of Posts	Duty Station	Key Qualifications & Requirements
			experience in a managerial/supervisory role. ● Strong leadership, operational management, and communication skills.
IT Specialist Special Task	3 Posts	Dar es Salaam / HQ	● 1-Year Special Task Contract. ● Bachelor's Degree or Diploma in Computer Science, IT, or Software Engineering. ● Expertise in systems administration, network management, and technical troubleshooting.
Sales Person	3 Posts	Dar es Salaam Branch	● Diploma in Business, Marketing, or a related field. ● OR: Candidates without a Diploma must possess a minimum of 2 years of active experience in sales and marketing. ● Strong negotiation, client acquisition, and interpersonal skills.
Sales Person	2 Posts	Mwanza HQ	● Diploma in Business, Marketing, or a related field. ● OR: Candidates without a Diploma must possess a minimum of 2 years of active experience in sales and marketing. ● Dynamic personality with good knowledge of the Lake

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			Zone market.
Logistics Officer Male	1 Post	Headquarters / Branch	• Diploma in Procurement & Supply Chain Management, Transport Logistics, or related field. • OR: Candidates without a Diploma must possess a minimum of 2 years of experience in logistics operations and cargo handling. • Ability to work under pressure and efficiently coordinate logistics operations.
Office Assistant	1 post	Mwanza HQ	1. Education & Experience • Education: Diploma or Certificate in Secretarial Studies, Office Management, Business Administration, or a related field. • Experience: Minimum of 1–2 years of proven experience in a secretarial or administrative support role. 2. Technical & Professional Skills

Position Title	No. of Posts	Duty Station	Key Qualifications & Requirements
			• Computer Literacy: Proficiency in Microsoft Office Suite (MS Word, Excel, PowerPoint) and email/calendar management. • Typing Skills: Fast and accurate typing speed with strong attention to detail. • Documentation & Filing: Knowledge of proper filing systems, records management, and document control. • Language Proficiency: Fluency in spoken and written English and Swahili. 3. Personal Attributes & Soft Skills • Communication Skills: Excellent interpersonal and communication skills with a welcoming and professional attitude. • Time Management: Ability to prioritize tasks, manage schedules, arrange appointments, and multitask effectively. • Confidentiality: High level of integrity and discretion when handling

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			sensitive business information. • Professionalism: Neat personal presentation, strong work ethic, and the ability to work independently with minimal supervision.

GENERAL ENTRY QUALIFICATIONS SUMMARY

- **Education Criterion:** Minimum requirement is a Diploma for all positions, *except* where an applicant without a Diploma holds at least 2 years of proven relevant experience (applicable to Sales Persons and Logistics Officer).
- **Exemptions:** The **Branch Manager** and **IT Specialist** positions strictly require formal academic qualifications (Degree/Diploma) as specified.

APPLICATION INSTRUCTIONS & MODE OF SUBMISSION

1.

All applicants must submit a **handwritten application letter** addressed to the Management of Jorafra Transport Agency Ltd.
2.

Attach an updated **Curriculum Vitae (CV)** along with copies of relevant academic and professional certificates.
3.

All documents (Handwritten Application Letter, CV, and Certificates) **MUST be merged into a SINGLE PDF FILE.**
4.

Submit your application via email to: vacancy@jorafra.co.tz

IMPORTANT DATES & NOTICE

Application Window: Applications will be accepted starting from **03rd August 2026** until **10th August 2026**.

** Note: Applications submitted before or after the specified timeframe will not be considered. Only shortlisted candidates will be contacted for interviews.*