

## VACANCY

Friday 06<sup>th</sup> February 2026

The Management of Tanzania Portland Cement Public Limited Company invites applications from ambitious, energetic and performance driven individuals to fill the below position.

Position:	<b>Assistant Accountant</b>
Number of Position(s):	1(ONE)
Reports To:	<b>Shared Service Centre Manager</b>
Minimum Qualifications:	<ol style="list-style-type: none"> <li>1. Bachelor's degree in Accounting or related field.</li> <li>2. Proficient knowledge of computing tools such as Microsoft Excel, Word, Outlook etc.</li> <li>3. Strong communication and analytical skills.</li> <li>4. Strong understanding of International Accounting Standards and principles.</li> </ol>
Experience:	At least One (1) year of working experience in accounting roles.
Main Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Verifying vendor's invoices to ensure complied with the company's policy and meet regulatory requirements.</li> <li>2. Verify invoices against purchase orders and ensure goods or services were received before posting in ERP.</li> <li>3. Posting of supplier invoices in ERP.</li> <li>4. Assisting to prepare and payments of VAT, excise duties etc.</li> <li>5. Timely review, preparing payment plan and processing vendor's payments.</li> <li>6. Assisting to prepare and posting journal entries for monthly accruals and provisions.</li> <li>7. Perform supplier's account reconciliations.</li> <li>8. Prepare various reports and schedules required by management like aging, DPO.</li> <li>9. Coordinate with other department to resolve vendors issues.</li> <li>10. Filling and maintaining supplier records.</li> <li>11. Enforces all Safety, health and environment rules and regulations according to country / company protocol including OSHA Compliance.</li> <li>12. Ensure compliance with the HC Group Code of Business Conduct, as well as other policies and guidelines.</li> <li>13. Perform any other duties that may be assigned by Shared Service Centre Manager.</li> </ol>
Mode of Application:	Click this link to apply <a href="https://tpcplc.powerappsportals.com/">https://tpcplc.powerappsportals.com/</a> and attach detailed CV in PDF format, e-mail and telephone contacts, names and addresses of three (3) referees. <b>DO NOT ATTACH CERTIFICATES</b>
Contact Address:	<b>Director of Human Resources, Tanzania Portland Cement Public Limited Company, P. O. Box 1950, Dar es Salaam.</b>
Application Deadline:	Deadline for application is <b>15<sup>th</sup> February 2026</b> . Only shortlisted candidates will be contacted for interviews.

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**TWIGA CEMENT IS AN EQUAL OPPORTUNITY EMPLOYER.**

**NO CHARGES APPLY FOR THIS POSITION**

Board Directors:  
Hakan Gurdal (Turkish)  
Alfonso Velez (Spanish)  
Francesco Brambilla (Italian)

Ruth Zaipuna (Tanzanian)  
Christian Mikli (German)  
Oswald Urassa (Tanzanian)

