



Axia HR  
Engage • Transform • Grow

WE ARE

**HIRING**

# LOAN OFFICERS (Field-Based)

## VACANCY DETAILS & APPLICATION:

Kindly use the provided emails to submit your application

NB: Only shortlisted candidates will be contacted.

Our client, a leading microfinance company committed to empowering individuals and small businesses through accessible financial services, is seeking Loan Officers to be key players in their mission to deliver exceptional financial solutions. This role is pivotal in ensuring customers receive the best financial support tailored to their needs, maintaining high standards of service, and contributing to the company's growth and success. The Loan Officers will be responsible for managing and overseeing the loan process, from application to approval and disbursement.

***"Join as a Loan Officer to Empower Communities and Drive Growth!"***

Location: **Dar es Salaam**

Kindly submit your cv to

career@axia.co.tz

Cc: axiatanzania@gmail.com

**DEADLINE:** 06<sup>th</sup> October 2025



AxiaHR





**Axia HR**  
Engage • Transform • Grow

**2.**

## **DUTIES & RESPONSIBILITIES**

- Evaluating loan applications and determining creditworthiness based on established criteria and guidelines.
- Developing and maintaining relationships with customers, providing exceptional service and support.
- Conducting thorough risk assessments and financial analysis.
- Analyzing the financial needs of customers and recommend suitable microfinance products tailored to their requirements.
- Educating customers on the terms and conditions of loan products, ensuring they fully understand the repayment schedules, interest rates, and associated fees.
- Conducting field visits to assess the viability of business proposals, verify collateral, and evaluate the performance and progress of existing loan customers.
- Managing the loan portfolio, ensuring timely repayments and addressing any issues to maintain a healthy repayment record.
- Preparing and maintaining accurate and detailed records of loan applications and loan disbursements using microfinance software and tools.
- Collaborating with the team to develop innovative financial products and services.
- Staying updated on industry trends and regulatory requirements to ensure compliance.

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 06<sup>th</sup> October 2025**



**Axiahr\_tz**



**Axia HR**  
Engage • Transform • Grow

3.

### SKILLS & REQUIREMENTS:

- Bachelor's degree in finance, business, or any related field.
- No prior experience is required; this position is open to fresh graduates who are eager to learn and grow in the microfinance sector.
- Strong analytical skills and attention to details.
- Knowledge of financial products and services tailored to small businesses and individuals.
- Knowledge of microfinance principles, practices, and methodologies.
- Familiarity with the local economic landscape and cultural dynamics of the target area.
- Excellent communication and interpersonal skills to engage effectively with customers and build lasting relationships.
- Ability to work independently and as part of a team in a field-based setting.
- Willingness to travel extensively and spend time in rural and remote locations for client interactions.

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 06<sup>th</sup> October 2025**



Axiah\_r\_tz





Axia HR  
Engage • Transform • Grow

WE ARE

HIRING

# Quantity Surveyor (QS)

## VACANCY DETAILS & APPLICATION:

Kindly use the provided emails to submit your application

NB: Only shortlisted candidates will be contacted.

Our client, a leading company in Tanzania specializing in Plumbing Contracting, Sanitation, and Fire Prevention & Protection Systems, is looking for a **Quantity Surveyor** to join their team. The role involves preparing cost estimates, managing budgets, conducting feasibility studies, and ensuring accurate project valuations. The ideal candidate will have experience in quantity surveying within the construction or building services sector, strong analytical skills, and knowledge of construction contracts and project management.

*"Estimate, negotiate, and help us innovate."*

Location: **Dar es Salaam**

Kindly submit your cv to

[career@axia.co.tz](mailto:career@axia.co.tz)

Cc: [axiatanzania@gmail.com](mailto:axiatanzania@gmail.com)

**DEADLINE:** 14<sup>th</sup> October 2025



Axiahr\_tz





**Axia HR**  
Engage • Transform • Grow

2.

## DUTIES & RESPONSIBILITIES

- - Preparation of Bills of Quantities (BOQs), cost estimates, and tender documents.
- - Conducting site measurements, valuations, and material quantity take-offs.
- - Monitoring project costs, budgets, and preparing interim and final payment certificates.
- - Evaluating subcontractor quotations, claims, and preparing recommendations.
- - Assisting in contract administration, claims, and variations.
- - Supporting project planning by providing cost-related data and financial forecasts.
- - Ensuring compliance with AQRB, client, and company standards.
- - Coordination with site teams, consultants, and clients for timely project execution.
- - Preparing as-built drawings and documentation where required.
- - Providing regular reports and updates directly to the Managing Director.

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 14<sup>th</sup> October 2025**



Axiah\_r\_tz



**Axia HR**  
Engage · Transform · Grow

3.

### SKILLS & REQUIREMENTS:

- Must be registered with the Architects and Quantity Surveyors Registration Board (AQRB) in Tanzania.
- - Minimum of 5 years of proven working experience as a Quantity Surveyor.
- - Bachelor of Science in Building Economics or related.
- - A degree or certification in Project Management will be a strong advantage.
- - Experience in plumbing and fire-fighting works is considered a plus.
- - Proficient in AutoCAD for quantity take-offs, measurement, and preparation of as-built drawings.
- - Strong knowledge of construction contracts, FIDIC conditions, and local building regulations.
- - Excellent numerical and analytical skills with attention to detail.
- - Strong communication and reporting abilities (written and verbal).
- - Proficiency in MS Office (Excel, Word, Project) in addition to AutoCAD.
- - Ability to work independently and within a team.
- Flexible to travel across projects in Tanzania and Zanzibar.

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 14<sup>th</sup> October 2025**



Axiahr\_tz





Axia HR  
Engage • Transform • Grow

WE ARE

HIRING

# Accounts and Admin Officer

## VACANCY DETAILS & APPLICATION:

Kindly use the provided emails to submit your application

NB: Only shortlisted candidates will be contacted.

Our client, a leading technology solutions provider and a growing and dynamic organization, is seeking a proactive and detail-oriented Accountant to join its Accounts & Administration Department. This role combines core accounting responsibilities with administrative support, ensuring compliance, accurate reporting, and smooth day-to-day operations. The ideal candidate will be a strong team player with proven supervisory experience and the ability to streamline financial and administrative processes.

*"Balancing numbers, building trust, driving efficiency"*

Location: **Dar es Salaam**

Kindly submit your cv to

[career@axia.co.tz](mailto:career@axia.co.tz)

Cc: [axiatanzania@gmail.com](mailto:axiatanzania@gmail.com)

**DEADLINE:** 15<sup>th</sup> October 2025



Axiahr\_tz





**Axia HR**  
Engage • Transform • Grow

2.

## DUTIES & RESPONSIBILITIES

### Accounting & Finance

- Prepare and file statutory returns independently (PAYE, WCF, NSSF, SDL, Withholding, VAT, Quarterly Tax, Annual Return).
- Manage payroll processing in line with TRA policies.
- Generate and reconcile daily bank transactions; handle receivables and payables.
- Issue EFD invoices, monitor purchase invoices, and ensure three-way matching compliance.
- Oversee collections by invoicing clients, following up on payments via calls, emails, and visits.
- Manage supplier payments: verification, reconciliation, and payment scheduling.
- Handle petty cash transactions and ensure proper documentation.
- Support internal and external audits with timely documentation.
- Oversee inventory processes including valuation and stock-taking.
- Propose improvements for accounting systems, reporting, and financial procedures.

### Administration

- Support day-to-day office administration including supplies, filing, and documentation.
- Coordinate across departments (Operations, Projects, HR) for administrative needs.
- Lead and manage a small team (5–10 staff) ensuring smooth workflows.
- Uphold compliance with company policies and promote efficiency in office operations.
- Perform additional tasks as directed by management.

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 15<sup>th</sup> October 2025**



Axiahr\_tz





**Axia HR**  
Engage • Transform • Grow

3.

### SKILLS & REQUIREMENTS:

- Bachelor's Degree in Accounting, Finance, or related field; CPA(T) or ACCA preferred.
- Minimum 3–5 years' proven experience in accounting and administration roles.
- Supervisory experience managing teams of 5–10 people.
- Strong knowledge of AP/AR processes, payroll, VAT/WHT, and reconciliations.
- Proficiency in accounting software (Zoho Books is an advantage) and Microsoft Excel.
- Excellent attention to detail, organizational, and problem-solving skills.
- Strong communication and stakeholder management abilities.
- High integrity, professionalism, and ability to work independently and in teams

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 15<sup>th</sup> October 2025**



Axiahr\_tz





Axia HR  
Engage • Transform • Grow

WE ARE

HIRING

## Operations Manager

### VACANCY DETAILS & APPLICATION:

Kindly use the provided emails to submit your application

NB: Only shortlisted candidates will be contacted.

Our client, a leading Marketing & Production Agency in Tanzania, is seeking a dynamic and experienced **Operations Manager** to oversee all aspects of its day-to-day operations.

The Operations Manager will play a pivotal role in ensuring efficiency across departments, maintaining strong client relationships, driving financial performance, and fostering a positive team culture. The ideal candidate will be a strategic thinker with excellent leadership skills, a proven track record in operations, and the ability to inspire growth and innovation within the agency.

*"Driving creation, through smart operation."*

Location: **Dar es Salaam**

Kindly submit your cv to

career@axia.co.tz

Cc: axiatanzania@gmail.com

**DEADLINE:** 15<sup>th</sup> October 2025



Axiahr\_tz





**Axia HR**  
Engage • Transform • Grow

2.

## DUTIES & RESPONSIBILITIES

- Oversee daily operations to ensure efficiency, effectiveness, and adherence to company policies.
- Manage budgets, monitor financial performance, and present reports to senior management.
- Maintain and enhance client relationships, ensuring satisfaction and timely resolution of issues.
- Lead, mentor, and develop a team of professionals, fostering collaboration and accountability.
- Contribute to strategic planning and implement growth initiatives.
- Identify and pursue new business opportunities, networking within the industry.
- Ensure compliance with laws, regulations, and company standards.
- Implement risk management measures and maintain a safe work environment.
- Monitor and enforce quality assurance standards across all projects

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 15<sup>th</sup> October 2025**



Axiah\_r\_tz





**Axia HR**  
Engage • Transform • Grow

**3.**

### **SKILLS & REQUIREMENTS:**

- Bachelor's degree in Marketing, Business Administration, or related field (Master's is a plus).
- Minimum 7–10 years' experience in marketing, events, or TV production, with at least 3–5 years in management.
- Proven record of leading operations in a marketing or production agency.
- Strong financial management and client relationship skills.
- Excellent leadership, communication, and strategic problem-solving abilities.
- Proficiency in marketing/production tools and software.
- Highly organized, proactive, adaptable, and results-driven

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 15<sup>th</sup> October 2025**



**Axiah\_r\_tz**



WE ARE

**HIRING**

## Manager Sales & Operations

### VACANCY DETAILS & APPLICATION:

Kindly use the provided emails to submit your application

NB: Only shortlisted candidates will be contacted.

Our esteemed client, a leading supplier of high-quality mining products, is seeking an experienced Sales & Operations Manager to oversee the performance of multiple branches. This role requires a strong leader with proven sales expertise and operational acumen, capable of driving business growth while ensuring efficiency and customer satisfaction. The position involves frequent travel to rural areas to manage, support, and align branch operations with overall business objectives. Apply now to take the next step in your career as Manager - Sales & Operations with a market leader in the mining industry!

***"Grow Business. Inspire Teams. Deliver Results."***

Location: **Geita/Kahama.**

Kindly submit your cv to

career@axia.co.tz

Cc: axiatanzania@gmail.com

**DEADLINE:** 15<sup>th</sup> October 2025







**Axia HR**  
Engage • Transform • Grow

2.

## DUTIES & RESPONSIBILITIES

- Developing and executing effective strategies to meet business objectives.
- Analyzing data, forecasting, and translating insights into actionable strategies.
- Identifying inefficiencies and developing solutions to enhance operational performance.
- Identifying and pursuing new sales opportunities within the mining sector.
- Building and maintaining strong relationships with existing and potential clients.
- Conducting market research to understand customer needs and industry trends.
- Presenting and demonstrating products to clients, showcasing their benefits and features.
- Preparing and delivering sales proposals and presentations.
- Negotiating contracts and closing deals to achieve sales targets.
- Monitoring sales performance and reporting on key metrics to management.
- Collaborating with the marketing team to develop promotional materials and strategies.
- Attending industry events and trade shows to represent the company and network with potential clients.
- Traveling to meet clients and explore new business opportunities.
- Budgeting, cost management, and financial reporting.

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 15<sup>th</sup> October 2025**



Axiahr\_tz





**3.**

**SKILLS & REQUIREMENTS:**

- Diploma or Bachelor's degree in Business Administration, Marketing, or a related field.
- At least 5-7 years of Sales experience, preferably but not mandatory in the industry of Mining or Chemicals.
- At least 3-5 years of proven experience in a leadership or management role.
- Proven track record of meeting or exceeding sales targets.
- English is mandatory and Kiswahili is an added advantage.
- Strong leadership skills to manage and motivate teams to meet business objectives.
- Extravert, Proactive, Punctual and efficient.
- Flexibility and willingness to travel as the role involves traveling every week.
- Ability to manage multiple tasks, prioritise tasks effectively and work under pressure to ensure timely completion of tasks.
- Strong understanding of the sales process and customer relationship management.
- Excellent verbal and written communication skills and negotiation skills.
- Ability to build and maintain strong relationships with key clients and stakeholders.
- Understanding of budgeting, cost management, and financial reporting.
- Proficient in Microsoft Office Suite and CRM software.
- Ability to think critically and solve complex challenges.
- Self-motivated with a results-oriented approach.

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 15<sup>th</sup> October 2025**



**Axiahr\_tz**





Axia HR  
Engage • Transform • Grow

WE ARE

HIRING

## Travel and Tours Consultant

### VACANCY DETAILS & APPLICATION:

Kindly use the provided emails to submit your application

NB: Only shortlisted candidates will be contacted.

Our client, a leading Travel & Tours Agency in Tanzania, is seeking a dynamic and passionate **Travel & Tours Consultant** to craft unforgettable journeys and expand their client base in the tourism sector.

The Consultant will be responsible for designing customized itineraries, closing sales for both individual and group travel, and building long-lasting relationships with clients. The ideal candidate has proven travel industry experience, strong destination knowledge, and the ability to deliver exceptional service while meeting booking and sales targets

*"Selling trips, sparking bliss..."*

Location: **Dar Es Salaam**

Kindly submit your cv to

[career@axia.co.tz](mailto:career@axia.co.tz)

Cc: [axiatanzania@gmail.com](mailto:axiatanzania@gmail.com)

**DEADLINE:** 18<sup>th</sup> October 2025



Axiahr\_tz





**Axia HR**  
Engage • Transform • Grow

2.

## DUTIES & RESPONSIBILITIES

- Sell tailored travel packages and promote safari and international destinations.
- Interact with clients to understand their travel goals, preferences, and budgets.
- Provide expert advice on destinations, tours, and accommodation.
- Book flights, hotels, transfers, and other travel services.
- Coordinate with airlines, hotels, and tour operators for seamless arrangements.
- Handle client inquiries, complaints, and emergencies with professionalism.
- Keep up-to-date with travel trends, regulations, and seasonal offers.
- Maintain accurate records of bookings and client data.
- Exceed customer expectations with excellent service before, during, and after travel.

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 18<sup>th</sup> October 2025**



Axiahr\_tz





3.

### SKILLS & REQUIREMENTS:

- Proven experience as a Travel Consultant or in a related role.
- Degree/Diploma in Tourism, Hospitality, or related field (preferred).
- In-depth knowledge of safari destinations, travel products, and packages.
- Excellent sales, communication, and negotiation skills.
- Ability to work under pressure and multitask.
- Proficiency in booking systems/software.
- Certification from a recognized travel body is an added advantage.

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 18<sup>th</sup> October 2025**



Axiahr\_tz





Axia HR  
Engage • Transform • Grow

WE ARE

**HIRING**

## Site Supervisor

### VACANCY DETAILS & APPLICATION:

Kindly use the provided emails to submit your application

NB: Only shortlisted candidates will be contacted.

Our client, a leading EPC company specializing in solar energy projects, is seeking an experienced **Site Supervisor** to oversee on-site activities, ensuring smooth execution of the solar project within schedule, quality, and safety standards.

*"Estimate, negotiate, and help us innovate."*

Location: **Zanzibar**

Kindly submit your cv to

[career@axia.co.tz](mailto:career@axia.co.tz)

Cc: [axiatanzania@gmail.com](mailto:axiatanzania@gmail.com)

**DEADLINE:** 17<sup>th</sup> October 2025



[Axiahr.tz](https://axiahr.tz)





**Axia HR**  
Engage • Transform • Grow

2.

## DUTIES & RESPONSIBILITIES

- Supervise daily site operations and ensure compliance with project plans.
- Coordinate with contractors, subcontractors, and site workers.
- Monitor work progress, materials usage, and project timelines.
- Ensure adherence to safety protocols and quality standards.
- Report site progress, issues, and needs to the Project Manager.
- Resolve on-site challenges efficiently to avoid project delays.

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 17<sup>th</sup> October 2025**



Axiah\_r\_tz





3.

### SKILLS & REQUIREMENTS:

- Diploma/Degree in Civil Engineering.
- 2 and more years of proven experience as a Site Supervisor in EPC/solar/renewable energy projects.
- Strong knowledge of construction processes and solar installations.
- Excellent leadership, communication, and problem-solving skills.
- Ability to work in remote project locations.

#### **Important Note:**

*This is a project-based role with a duration of more than three (3) months. Candidates should apply with full awareness that this is not a permanent position..*

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 17<sup>th</sup> October 2025**



Axiahr\_tz





Axia HR  
Engage • Transform • Grow

WE ARE

HIRING

## HSE Officer

### VACANCY DETAILS & APPLICATION:

Kindly use the provided emails to submit your application

NB: Only shortlisted candidates will be contacted.

Our client, a leading EPC company specializing in solar energy projects, is seeking a Health, Safety & Environment (HSE) Officer to ensure the project is executed in compliance with safety regulations and environmental standards. The role requires proactive enforcement of HSE practices, incident reporting, and promoting a safe work culture on site.

**"Protect Each Day, Work the Safe Way."**

Location: **Zanzibar**

Kindly submit your cv to

[career@axia.co.tz](mailto:career@axia.co.tz)

Cc: [axiatanzania@gmail.com](mailto:axiatanzania@gmail.com)

**DEADLINE:** 17<sup>th</sup> October 2025



Axiahr\_tz





**Axia HR**  
Engage • Transform • Grow

2.

## DUTIES & RESPONSIBILITIES

- Develop, implement, and monitor HSE policies and procedures.
- Conduct risk assessments, safety drills, and toolbox talk.
- Ensure compliance with occupational health, safety, and environmental laws.
- Investigate accidents, prepare incident reports, and recommend preventive measures.
- Carry out site inspections to identify hazards and enforce corrective actions.
- Maintain accurate HSE documentation and training records.

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 17<sup>th</sup> October 2025**



Axiahr\_tz





3.

### SKILLS & REQUIREMENTS:

- Degree/Diploma in Engineering, Environmental Science, or related field.
- Certification in HSE/NEBOSH/OSHA is an added advantage.
- 2 and more years of experience as in HSE roles or related.
- Experience with constructions project or related will be an added advantage.
- Strong knowledge of ISO standards and safety management systems.
- Excellent attention to detail, reporting, and organizational skills.

#### **Important Note:**

*This is a project-based role with a duration of more than three (3) months. Candidates should apply with full awareness that this is not a permanent position.*

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 17<sup>th</sup> October 2025**



Axiahr\_tz





Axia HR  
Engage · Transform · Grow

WE ARE

**HIRING**

## Quality Control & Assurance Officer

### VACANCY DETAILS & APPLICATION:

Kindly use the provided emails to submit your application

NB: Only shortlisted candidates will be contacted.

Our client, a leading EPC company specializing in solar energy projects, is seeking a **Quality Control & Assurance Officer** to ensure all project activities meet the required quality standards. This role will focus on inspection, documentation, and compliance with engineering and construction specifications.

*"Estimate, negotiate, and help us innovate."*

Location: **Zanzibar**

Kindly submit your cv to

[career@axia.co.tz](mailto:career@axia.co.tz)

Cc: [axiatanzania@gmail.com](mailto:axiatanzania@gmail.com)

**DEADLINE:** 17<sup>th</sup> October 2025



Axiahr\_tz





**Axia HR**  
Engage - Transform - Grow

2.

## DUTIES & RESPONSIBILITIES

- Develop and implement QA/QC plans and procedures for the project.
- Conduct inspections of materials, equipment, and installations to ensure compliance with project specifications and standards.
- Monitor and document work progress and quality checks at each stage.
- Identify, report, and resolve non-conformities.
- Prepare QA/QC reports and maintain accurate records of inspections and testing.
- Work closely with site engineers, contractors, and project management teams.

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 17<sup>th</sup> October 2025**



Axiahr\_tz





3.

### SKILLS & REQUIREMENTS:

- Degree/Diploma in Engineering (Electrical, Mechanical, or Civil) or related field.
- 2 to more years of experience in QA/QC within EPC, constructions or renewable energy projects.
- Familiarity with ISO standards and quality management systems.
- Strong analytical and reporting skills.
- Attention to detail and commitment to high-quality project delivery.

#### **Important Note:**

*This is a project-based role with a duration of more than three (3) months. Candidates should apply with full awareness that this is not a permanent position.*

**Kindly submit your cv to**

**career@axia.co.tz**

**Cc: axiatanzania@gmail.com**

**DEADLINE: 17<sup>th</sup> October 2025**



Axiahr\_tz