



Job Vacancies

Introduction

Nathanai Security Company Limited is a newly registered company in Tanzania with the aim of providing cutting-edge quality and customer-oriented security services. The company provides security services to various customers ranging from individuals and residential to large commercial and industrial sectors such as Agricultural Estates, Mining, Ports, Private Sectors, Non-Governmental Organizations, Foreign Missions and Embassies. The company provides a comprehensive range of Security services, which have been fully tested and comply with the nationally recognized standards. As of now, the company provides the following services: Normal Security Guards; Armed Security Guards; Self-Board Guards; Installation of security systems such as CCTV Cameras; Electric wired fences; Security and Safety Training, Security Consultancy as well as Events security and Management. Nathanai Security Co. LTD is looking for a highly motivated and qualified to fill the following positions.

I. Marketing Officer

A. Job Responsibility

Responsible with planning and implementation of the company's marketing activities. He/she will be the one to ensure that all marketing operations are successful in meeting the goals set by management.

I. Specific Duties:

- With guidance from the management, develop and implement of marketing strategies
- Plan and implement marketing activities for the organization as per plan with guidance from marketing strategy and management
- Plan advertising and promotional campaigns for services on a variety of media (social, print etc.)
- Liaise with clients, stakeholders to promote success of activities and enhance the company's services
- Identify and make analysis of marketing opportunities and ventures for the company's services
- Prepare content for the publication of marketing material and oversee distribution
- Conduct market research to identify opportunities for promotion and growth
- Collaborate with managers in preparing budgets and monitoring expenses
- Perform other duties as may be assigned by General Manager or Management

2. Qualifications, skills and related knowledge:

- Minimum of Diploma or Bachelor degree in Marketing, Business Administration or relevant field is required
- At least 5 years' experience with the job or related is required

- Solid knowledge of marketing techniques and principles
- Good understanding of market research techniques, statistical and data analysis methods
- Excellent knowledge of MS Office and marketing software (e.g. CRM)
- Thorough understanding of social media and web analytics
- Excellent organizational and multi-tasking skills
- Outstanding communication and interpersonal abilities
- Creativity and commercial awareness
- A team player with a customer-oriented approach
- Experience in security industry is an added advantage
- Must have Computer skills (application of MS offices)
- Required skills: Decision making, Objectivity, Trustworthiness, Emotional Control, Integrity, Safety Management, Professionalism and Reporting Skills

2. Assistant Accountant

A. Job Responsibilities

Responsible with supporting all aspects of financial management, accounts, controls and administration as well as tax management. He/she will be responsible with financial projection, budgeting, accounting and financial reporting

B. Specific Duties

- Conduct account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Ensure company compliance with National and International finance regulations
- Produce monthly income and expenditure statements for the company
- Manage monthly payroll, and ensure necessary deductions and reimbursements are processed against staff accounts
- Ensure that bank reconciliation as well as debtors and creditors statements are done monthly
- Ensure that cheque books, purchase order books, invoices etc. are well accounted for and are kept in a safe and secure custody
- Perform other tasks as assigned by the Finance and Administration Manager

C. Qualifications, skills and related knowledge:

- Minimum of Bachelor degree/Diploma in Accounting, Finance, Business or relevant field is required
- At least 2 years' experience with the job or related is required
- Experience in security industry is an added advantage
- Must have Computer skills (application of MS offices)
- **Must have experience on tax management including filling of monthly returns**

- Required skills: Decision making, Objectivity, Trustworthiness, Emotional Control, Integrity, Safety Management, Professionalism and Reporting Skills

D. How to apply

Submit your CV to info@nathanaisecurity.co.tz by 5th April, 2025: