



# CHRISTIAN COUNCIL OF TANZANIA

## VACANCY ANNOUNCEMENT

### About CCT;

The Christian Council of Tanzania (CCT) is an ecumenical institution that represents a fellowship of Protestant Christian denominations in Tanzania. Established in 1934, it was first recognized in 1955 as the *Christian Council of Tanganyika*, and later renamed in 1965 following the union of Tanganyika and Zanzibar. Today, CCT has expanded from three (3) founding member churches to twelve (12), including:

The Moravian Church of Tanzania (MCT), The Anglican Church of Tanzania (ACT), The Evangelical Lutheran Church of Tanzania (ELCT), The Africa Inland Church of Tanzania (AICT), The Mennonite Church of Tanzania (MCT), The Evangelism Church of Tanzania, Kanisa la Upendo wa Kristo Masihi (KIUMA), The Church of God Tanzania, The Bible Church of Tanzania (BCT), The Salvation Army Church of Tanzania, The East African Presbyterian Church, The Baptist Church of Tanzania.

The General Secretary of the Christian Council of Tanzania invites applications from suitably qualified candidates to fill the following position:

### 1 POSITION: DIRECTOR – CCT WAMA

- **Location:** Dar es Salaam
- **Reports to:** General Secretary
- **Type of Employment:** Full-time
- **Contract:** 3 years (renewable based on performance, following a 3-month probation period)

### CCT WAMA;

Wakala wa Mkanisa (CCT WAMA) is a procurement and logistics agency of the Christian Council of Tanzania (CCT) established in 1979. The agency specializes in **Clearing & Forwarding of imported goods** and offers a wide range of services, including procurement and distribution of church supplies, import of vehicles with tax exemption processing, transportation of goods and passengers, vehicle maintenance, insurance services, and rental of warehouses, office spaces, and conference rooms. CCT WAMA plays a key role in supporting churches by providing efficient, reliable, and professional procurement and logistics solutions.

### Job Purpose;

The Director will provide overall strategic leadership and oversee the commercial, technical, and operational functions of CCT WAMA to ensure growth, efficiency, and sustainability of the institution.

### Key Responsibilities;

#### 1. Business Development & Resource Mobilization

- Lead sales, marketing, and business expansion initiatives to expand the market base of CCT-WAMA.
- Mobilize resources to support organizational growth and staff capacity development.
- Conduct regular assessments of organizational needs and propose appropriate mobilization strategies.

## **2. Operational & Administrative Management**

- Ensure efficient and timely execution of organizational processes.
- Oversee all CCT-WAMA operations and affairs.
- Manage Human Resources activities, including recruitment, in collaboration with the CCT Administration and HR office.
- Enforce adherence to CCT policies, Standard Operating Procedures (SOPs), and organizational guidelines.
- Maintain proper record keeping, filing, and archiving systems.

## **3. Service and Operations Management**

- Manage clearance services for goods (harbors, airport, etc.) for Churches, Church institutions, and clients.
- Oversee transportation and distribution services for inward and outward goods, including export and import commodities.
- Supervise Insurance business services provided by CCT-WAMA.
- Manage and promote CCT-WAMA Garage Services for Churches, affiliates, and clients.
- Develop strategies to advertise and expand CCT-WAMA services to all Churches and beyond.

## **4. Governance & Compliance**

- Coordinate all Board meetings and act as Secretary to the CCT-WAMA Advisory Board.
- Serve as liaison between CCT-WAMA and Government authorities.
- Ensure compliance with all laws, regulations, and statutory requirements at all levels.

## **5. Other Duties**

- Perform any other responsibilities as may be assigned by the General Secretary.

## **Qualifications and Requirements;**

### **a. Education**

- Bachelor's degree in Business Administration, Management, or a related field from a recognized institution.
- Master's degree will be an added advantage.

### **b. Experience**

- Minimum of five (5) years of progressive leadership or managerial experience in business administration, operations, or a related field.
- Proven track record in strategic planning, business development, and resource mobilization.
- Experience in a commercial or business-oriented organization is an added advantage.
- Familiarity with the logistics, transportation, or warehousing sectors will be highly regarded.

### c. **Skills & Competencies**

- Strong business acumen and strategic planning skills.
- Excellent communication and interpersonal skills in English and Swahili (oral and written).
- Proficiency in computer applications (Microsoft Office, internet, and communication tools).
- Strong analytical, problem-solving, and decision-making abilities.
- High levels of organizational skills, attention to detail, and integrity.
- Ability to work independently and collaboratively within a team.

### **Other Requirements**

- The applicant must be a member of one of the CCT churches and present a recommendation letter from a Bishop of the same.
- Commitment to uphold the mission, vision, and values of CCT.

### **Working Conditions**

- Flexibility in working hours may be required to meet organizational deadlines.
- This role requires frequent travel.

### **Mode of Application**

Interested and qualified candidates should submit their applications as follows:

1. **Addressed to:**

General Secretary  
Christian Council of Tanzania (CCT)  
P.O. Box 1454, Dodoma

2. **Submission:** Applications must be sent in **soft copy only** (as a single PDF document containing cover letter, CV, and relevant certificates) via email:

**[recruitment@cct.or.tz](mailto:recruitment@cct.or.tz)**

3. **Deadline:** Applications must be received **no later than 22 September 2025 at 16:00hrs (COB)**.

4. **Important Notes:**

- Only electronic applications will be considered (no hard copies).
- Only shortlisted candidates will be contacted.

❖ ***CCT is an equal opportunity employer and encourages applications from all qualified individuals.***