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| 300_#00C5CD | **MOOVN TECHNOLOGIES LTD****Nkrumah St, Lugoda St.****P.O. Box 80700, Dar Es Salaam, Tanzania****Tel: +255 713 283 000****E-mail: moovntz@moovn.com****Web:** [**www.moovn.com**](http://www.moovn.com) |

MOOVN is a technology platform that enables users to book rides on demand or in advance and even schedule deliveries using our apps.

**MOOVN TECHNOLOGIES TANZANIA** is currently looking for dynamic, committed,
suitably qualified, competent, dedicated, and self-motivated Tanzanians to fill the following
vacancies after successful interview.

**BUSINESS ANALYST & PLANNING - 1 POST**

**PERSONAL ATRIBUTES**

Impressive communication, ability to Solve Problems, critical thinking, an analytical mind, process modeling knowledge

**RESPONSIBILITIES**

* Creating a detailed business analysis, outlining problems, opportunities and solutions for a business
* Budgeting and forecasting
* Planning and monitoring
* Financial modeling
* Variance Analysis
* Defining business requirements and reporting them back to stakeholders
* Works to mitigate risk while owning tasks, resources, and changes.
* Participates in the scoping of proposed improvements, and works with management team to turn business requirements into actionable developer specifications.

**REQUIREMENTS**

* Must be a female.
* Bachelors degree in Business or Finance, or related field masters preferably.
* 2+ years of experience as a business analyst, project manager, systems analyst or similar in a technical environment.
* Ability to establish and execute against project plans and timelines.
* Ability to clearly bring together and document software requirements.
* Strong Critical Thinking and analytical skills.
* Communication skills (present, active listening, ability to build consensus, and support across functions and at all levels)

**GENERAL MANAGER - 1 POST**

**PERSONAL ATRIBUTES**

Honesty, Ability to delegate, Communication, Sense of humor, Confidence, Commitment, Positive attitude, Creative, Ability to inspire.

**RESPONSIBILITIES**

* Oversee day-to-day operations
* Design strategy and set goals for growth
* Maintain budgets and optimize expenses
* Set policies and processes
* Ensure employees work productively and develop professionally
* Oversee recruitment and training of new employees
* Evaluate and improve operations and financial performance
* Direct the employee assessment process
* Prepare regular reports for upper management
* Ensure staff follows health and safety regulations
* Provide solutions to issues (e.g. profit decline, employee conflicts, loss of business to competitors)
* Design strategy and set goals for growth
* Control budgets and optimize expenses
* Ensure employees are motivated and productive

**REQUIREMENTS**

* Must be a female
* Proven experience as a General Manager or similar executive role for not less than 2 years
* Experience in planning and budgeting
* Knowledge of business process and functions (finance, HR, procurement, operations etc.)
* Strong analytical ability
* Excellent communication skills
* Outstanding organizational and leadership skills
* Problem-solving aptitude
* BSc/BA in Business or relevant field; MSc/MA is a plus
* Should have excellent computer skills

**NB: GENERAL CONDITIONS**

1. All applicants must be Citizens of Tanzania prepared to transfer his/her service to
**MOOVN TECHNOLOGIES TANZANIA** after successful performance in the interview.
2. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable
contacts; postal address/post code, e-mail and telephone numbers.
3. Applicants should apply on the strength of the information given in this
advertisement
4. Applicants must attach their copies of their education certificates
5. Applicants should indicate three reputable referees with their reliable contacts.
6. Presentation of forged certificates and other information will necessitate to legal action.
7. An Application letter with all attachments should be electronically sent to the
following address. Email: **moovntz@moovn.com**
8. Deadline for application is **18th April, 2019**
9. Only short-listed candidates will be informed on a date for interview.

**MOOVN** is an equal opportunity employer.