

Ref.No.BD.146/339/03/21

09 February, 2023

VACANCY ANNOUNCEMENT

1.0 INTRODUCTION

1.1 NCT UTALII & UKARIMU Co. Ltd

NCT Utalii & Ukarimu Co. Ltd was incorporated on 19/08/2020 with registration number 142473879 and is 100 percent owned by the National College of Tourism Agency. The main function of the Company is to manage and run the business of the Organization. The Company is looking for open minded, creative and Competent qualified candidate to work in a Dynamic Organization and Company. The Company invites applications for the following temporary post: -

2.0 POSITION: Head Chef - (01)

2.1.1 REPORTS TO: Business Manager

2.2.2 DUTY STATION: Bustani Campus

2.2.3 TENURE: One-year Contract (Renewable)

2.2.4 QUALIFICATIONS

Holder of Degree in Culinary Art or Hotel Administration Management or any other related field from any recognized College with working experience of at least five (05) years in related field.

Or

Holder of Diploma in Food Production from the National College of Tourism or any other recognized College with working experience of at least ten (10) years in related field.

2.2.5 DUTIES AND RESPONSIBILITIES

- i. Control and direct the food preparation process and any other relative activities
- ii. Construct Menus with new or existing culinary creations ensuring the variety and quality of the servings
- iii. To ensure that all chefs des parties are familiar with the day's requirements;
- iv. To ensure that the necessary stocks are on hand at the right quality and quantity
- v. To ensure that fair discipline is maintained;
- vi. To advice on timetable, leave rosters and attendance;
- vii. To advice on regular (on job) training is carried out so that subordinate staff perform their duties correctly;
- viii. To ensure that all staff are treated fairly and with commonly accepted courtesies;

- ix. To ensure that all statutory, as well as company, hygiene regulations are being strictly adhered to;
- x. To ensure that all maintenance problems are timely reported and followed up;
- xi. To ensure that all communications between restaurant and kitchen run smoothly;
- xii. To ensure that each cook receives the correct orders for the appropriate tables;
- xiii. To ensure that each dish leaving the kitchen is checked for quality, quantity, presentation and correct temperature;
- xiv. To ensure that the dining room/ restaurant personnel are "standing by" when delicate dishes are served; and
- xv. To perform any other related duties as may be assigned by supervisor.

2.2.6 SALARY SCALE: Negotiable

3 GENERAL CONDITIONS

- i. Applications should be accompanied with up-to-date curriculum vitae together with one colored passport size photograph of the applicant, names and full contact details of three referees and certified copies of the following:
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificated/Trancripts
 - Form IV and Form VI National Examination Certificate
 - Birth Certificates
- ii. Form IV and form VI results slips, Testimonials and Partial transcripts are strictly not allowed
- iii. All applicant must be Citizens of the United Republic of Tanzania of not more than 50 years
- iv. Certificate from foreign examinations bodies for Ordinary or Advanced Level Education should be certified by the National Examination Council of Tanzania (NECTA) and NACTVET
- v. Certificate from Foreign University should be verified by the Tanzania Commission for Universities (TCU)
- vi. Applicants with special needs/case (disability) are supposed/advised to indicate
- vii. Applicant should apply on the strength of the information given in this advertisement
- viii. Deadline for receiving applications is 21st February, 2023
- ix. Interested applicants should submit the application to Business Manager, NCT Utalii&Ukarimu Company Ltd, P.O.BOX 9181, DAR ES SALAAM, or e-mail: - **ceo@nct.ac.tz**

NB: Only short-listed candidates will be contacted

Issued by
Business Manager
NCT Utalii & Ukarimu Co. Ltd