



WAJA GENERAL CO. LIMITED

P.O Box 10727,
Mwanza.
Tanzania

Email: info@wajageneral.co.tz
Website: <http://www.wajageneral.co.tz>

TIN No. 112-911-847, VRN No.40-016911-E

JOB VACANCY: ASSISTANT GENERAL MANAGER

Company: Waja General Co. Limited

Location: Tanzania

Reports to: General Manager

Company Profile

Waja General Co. Limited is a well-established Tanzanian company engaged in general supplies, mining reagents and chemicals, explosives and bio-medical equipment, committed to operational excellence, safety, and sustainable growth.

Position Summary

The Assistant General Manager will support the General Manager in overseeing daily operations, coordinating departmental activities and ensuring effective implementation of company policies and strategic objectives.

Key Responsibilities

- Assist the General Manager in planning, coordinating, and supervising company operations.
- Monitor departmental performance and ensure alignment with company objectives.
- Support budgeting, cost control, and operational efficiency initiatives.
- Ensure compliance with company policies, statutory requirements, and safety standards.
- Coordinate cross-functional teams to improve productivity and service delivery.
- Prepare operational and management reports.
- Act on behalf of the General Manager when delegated.



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Qualifications and Experience

- Bachelor of Business Administration (BBA) or equivalent qualification from a recognized institution.
- Knowledge of Accounts and finance will be an added advantage.
- Minimum of three (5) years' experience in management, administration, or operations is preferred.
- Strong leadership, analytical, communication, and organizational skills.
- High level of integrity and professionalism.
- Driving skills

Mode of Application

Interested and qualified candidates should submit their **application letter and CV** below:

Email: info@wajageneral.co.tz

Deadline: 20th March 2026

Only shortlisted candidates will be contacted.