



RIETA AGROSCIENCES TANZANIA LIMITED

Rieta AgroSciences Tanzania Limited (RIETA SEED) is a local agri-company with its operations in Tanzania. Rieta is headquartered in the Songwe region in the southern highlands of Tanzania. Rieta's business is to develop, produce, process, pack, and distribute certified seeds of various crop varieties. The target crops are maize, sorghum, soybean, and sunflower. Rieta also provides extension services to small-scale farmers on good agronomic practices to improve farm productivity and to fully utilize farm resource potential.

The company is looking for self-driving candidates to fill the following vacancies:

Job title	MARKETING AND SALES OFFICERS (2)
Location	Songwe
Duties and responsibilities	<ul style="list-style-type: none"> ▪ Collect data on product performance ▪ Induce new sales agents & participate in opening up new markets ▪ Prepare seed sales estimates, forecast and projections ▪ Implement customer education programs ▪ Develop and manage photo gallery for marketing use ▪ Manage demonstrations and field days ▪ Perform agro dealer selection and coordination ▪ Collect and process seed orders ▪ Implement product distribution plan ▪ Keep Seed stocks and sales records ▪ Implement collection procedures in collaboration with finance department ▪ Organize and attend trade fairs, exhibition, displays and agriculture shows
Qualification/ education	<ul style="list-style-type: none"> ▪ Holder of Diploma and/ or B.Sc. in agriculture, agronomy, horticulture, and agri-business. ▪ Possession of a valid driving license will be an added advantage. ▪ Good market knowledge on crop growing cycles and season in Tanzania
Experience	The candidates should have knowledge and working experience in Agro-Input Industry in Tanzania.

Job title	FIELD OFFICER (1)
Location	Songwe
Duties and responsibilities	<ul style="list-style-type: none"> ▪ Identify and recruit seed growers ▪ Carryout regular field inspection and reporting ▪ Supervise field seed production ▪ Advising seed growers on proper crop husbandry and quality seed production techniques ▪ Plan and oversee farm input requirement and utilization ▪ Keep all production, processing, sales and marketing records ▪ Conduct internal seed quality control ▪ Coordinate raw seed transport to company's premises ▪ Any other activity as may be assigned by his/her superiors
Qualification/ education	<ul style="list-style-type: none"> ▪ Holder of certificate in agriculture or above. ▪ Knowledge in crop production
Experience	None

Job title	RECEPTIONIST (1)
Location	Songwe
Duties and responsibilities	<ul style="list-style-type: none"> ▪ Greet and welcome guests as soon as they arrive at the office ▪ Direct visitors to the appropriate person and office ▪ Answer, screen and forward incoming phone calls ▪ Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures) ▪ Provide basic and accurate information in-person and via phone/email ▪ Receive, sort and distribute daily mail/deliveries ▪ Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges) ▪ Order front office supplies and keep inventory of stock ▪ Update calendars and schedule meetings
Qualification/ education	<ul style="list-style-type: none"> ▪ Should hold at least form four Certificate. ▪ Excellent interpersonal communication skills, both verbal and written ▪ Proficiency in Microsoft Office Suite ▪ Hands-on experience with office equipment (e.g. fax machines and printers) ▪ Professional attitude and appearance ▪ Solid written and verbal communication skills
Experience	<ul style="list-style-type: none"> ▪ Proven work experience as a Receptionist, Front Office Representative or similar role ▪ Possession of certificate in office management and relevant experience will be an added advantage

Job title	ACCOUNTING TECHNICIAN (1)
Location	Songwe
Duties and responsibilities	<ul style="list-style-type: none"> ▪ Handle customer and employee accounts receivable; ▪ Keep management informed of area/department performance and raise any significant problems; ▪ Maintain files, including filing of general ledger journal vouchers, accounts payable documentation, and other miscellaneous filings; ▪ Maintain regular contact with other departments to obtain and convey information or to correct transactions; ▪ Operate computers programmed with accounting software to record, store, and analyze information; ▪ Receive, record, and bank cash, checks, and vouchers; ▪ Reconcile or note and report discrepancies found in records.
Qualification/ education	<ul style="list-style-type: none"> ▪ Holder of Diploma in accountancy or equivalent; ▪ Excellent interpersonal skills and communication skills ▪ Excellent oral and written English and Kiswahili language ▪ Problem solving with ability to multi - task
Experience	<ul style="list-style-type: none"> ▪ Experience with accounting software and data entry ▪ Advanced knowledge and experience of spreadsheets ▪ Ability to work independently

Mode of application

To apply submit your hand written application letter, CV and copies of your certificates before 10th August 2022 via email only to;

**THE HUMAN RESOURCES MANAGER,
RIETA AGROSCIENCES TANZANIA LIMITED
ILONGA STREET,
P.O.BOX 46, MBOZI
Email: hr@rieta.co.tz**

Only shortlisted candidates will be consulted.