



VACANCY ANNOUNCEMENT - 31ST OCTOBER, 2022

Mkulazi Holding Co. Ltd (MHCL) is a company owned by the National Social Security Fund (NSSF) and Prisons Corporation Sole (PCS). The Company was established on 6th September 2016. The main objective of the company is to undertake production of sugar in Tanzania.

The company wishes to invite competent, qualified, experienced and dedicated young Tanzanians to fill in the vacancy positions currently available in the company and **WOMEN ARE HIGHLY ENCOURAGED TO APPLY FOR THESE POSITIONS** as follows:

1. Risk and Quality Assurance Manager - 1 Position (Re-advertised): Job purpose is to undertake the organization's comprehensive risk program, which could impede the organization's performance.

Description of Duties:

- (a) Provide inputs in the formulation of risks framework and develop procedures to identify and address risks in the organization;
- (b) Conduct risk assessment which involves analyzing risks as well as identifying, describing and estimating the risks affecting the business;
- (c) Preparing the periodic risks report;
- (d) Design, implement and improve the company's quality standard;
- (e) Coordinate the Company's compliance with international quality standards;
- (f) Ensure the highest degree of security within and the estate surrounding areas;
- (g) Coordinate all matters related to safety, health, environment and risks;
- (h) Act as liaison between Company and the Government security organs;
- (i) Coordinate outsourcing of estate security services when necessary; and
- (j) Conduct any other assignment as assigned by the Company.

Academic Qualifications:

Master degree in either Risk and Risk Management or Health and Safety or any other related qualification essentials, NOSA qualification, ISO45001, ISO14001, SHEQ Auditing Certification, Knowledge of SMETA (Sedex Members Ethical Trade Audits).

Experience Required:

Minimum of 8 years in SHREQ Management position in a processing or manufacturing environment.

2. Senior Human Resources Officer - 1 Position: Job Purpose: To oversee the proper functioning of Human Resources and Administration activities. He/she be reporting to Human Resources and Administration Manager.

Description of Duties:

- (a) Aligning business objectives with employees and management;
- (b) Act as a consultant to the human resource and administrative-related issues;
- (c) Attend departmental meetings of the respective directorates or units for the purpose of obtaining business acumen and gather human resource or administrative issues that needs special attention;
- (d) Provides HR policy guidance and interpretation;
- (e) Develops contract terms for new hires, promotions and transfers;
- (f) Liaise with the officer responsible for training on all issues related to trainings of staff in the respective departments;
- (g) Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention;
- (h) Provides day-to-day performance management guidance to line management (e.g. Coaching, counseling, career development, disciplinary actions);
- (i) Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partners with the legal department as needed/required;
- (j) Participates in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met;
- (k) Prepare weekly reports on the undertakings and challenges of the respective departments;
- (l) Administering extra-duties, official travels, leave management, performance appraisals, collect Personnel Emolument (PE) inputs and any other human resource and administrative matters;
- (m) Follow up on payments, retirements and other administrative issues in relation to the Departments he so represents; and
- (n) Perform any other lawful duties as will be assigned by Supervisor from time to time.

Academic Qualifications:

Bachelor Degree in Human Resource Management, Business/Public Administration, or related education qualifications from a recognized institution.

Experience Required:

Six (6) years of practical working experience in reputable organization, two (2) of which must be in Supervisory position; Experience in working with Sugar or manufacturing industries will be an added advantage.

3. Senior Supplies Officer (Warehouse) - 1 Position: He or She will be reporting to Procurement and Supplies Manager.**Description of Duties:**

- (a) Be the In-charge of Main Store and Sugar Warehouse of the Company;
- (b) To ensure proper Inventory Control and Management;
- (c) To ensure stores functions such as receiving of incoming goods/materials, issuing and storage are undertaken in required standards and as provided for by Company's Stores Manual;
- (d) To design the proper store/warehouse layout and ensure all stores are kept in respective locations;
- (e) To establish and maintain optimal stock levels, proper re-order levels and efficient ordering system to avoid stock outs and stoppage of the Company operations as well as overstocking which unnecessarily tie the company's capital;
- (f) To ensure proper and systematic identification of all stock materials and assets;
- (g) To review stores/warehouse reports on weekly basis and to generate the inventory reports on monthly and quarterly basis;
- (h) To administer the periodic stock takings and prepare reports on quarterly basis;
- (i) To enhance safety and security in stores section;
- (j) To evaluate performance of stores staffs;
- (k) To conduct training need analysis to staff under Stores Section;
- (l) To conduct performance assessment to all staff who have attended training; and
- (m) To carry out any other duties as assigned by supervisor.

Academic Qualification:

Must have at least Bachelor degree in Procurement and Logistics Management or equivalent from a recognized institution; Must be holder of Certified Procurement and Supplies Professional (CPSP), CSP or equivalent issued by PSPTB or any other recognized International Professional Institution; Must be registered by Procurement and Supplies Professionals and Technicians Board (PSPTB) in category of Approved Procurement and Supplies professionals;

Experience Required:

Must have an experience of at least three (3) years of experience in store functions, control and management such as fuel control, technical and non-technical materials/goods.

4. Supplies Officer (Warehouse) - 2 Positions: He or She will be reporting to Procurement and Supplies Manager.

- (a) To oversee the issuing of requested goods/materials;
- (b) Responsible for fuel, office consumables, spares parts and other procured and delivered materials;
- (c) Receive requisitions regarding to stores and approve issues;
- (d) To ensure accuracy of daily issuing reports before filling;
- (e) Ensure store records are updated properly and timely on daily, weekly and quarterly basis;
- (f) To collect all received and accepted stock materials from receiving bay;
- (g) To initiate replenishment process of the stock materials as per established re-order points;
- (h) To prepare special stock adjustment sheets to correct stock discrepancies;
- (i) To update store's locations when deemed necessary;
- (j) To ensure proper key management for respective stores;
- (k) To maintain the stores;
- (l) To oversee receiving of all incoming materials;
- (m) To communicate with the procurement section regarding the status of expected deliveries;
- (n) To receive all necessary receiving documents from Procurement Section and making arrangement for proper receiving and material handling;
- (o) To make follow-up on the inspections of the received batches of materials;
- (p) To review the daily receiving reports before filing;
- (q) To prepare delivery discrepancy/damage reports;
- (r) To review receiving and acceptance reports before sending them for payment;
- (s) To arrange for goods to be returned to supplier; and
- (t) To carry out any other duties as assigned by supervisor.

Academic Qualifications:

Holder of a Degree/Advanced Diploma in Procurement and Supplies, Material Management or any other related related equivalent qualifications from a recognized institution.

Experience Required:

Must have served in a relevant field for atleast three (3) years and must be Computer literate.

5. Assistant Supplies Officer - 5 Positions: He or She will be reporting to the Senior Supplies Officer.

Description of Duties:

- (a) To receive all incoming materials and to issue the requested materials to respective users after approval;

- (b) To inspect the supplier documents before accepting the materials to receiving bay;
- (c) To conduct preliminary inspection of the delivered consignments;
- (d) To compile the consignment receiving and acceptance reports;
- (e) To prepare daily issuing reports;
- (f) To update the relevant stores records;
- (g) To arrange and bin the materials as per the provided location index;
- (h) To ensure neatness of the stores through daily supervision of cleanness;
- (i) To conduct daily spot checks and follow ups for materials that need to be replenished;
- (j) Supervising and directing the material handling personnel;
- (k) To ensure neatness of the store receiving bay through daily supervision of cleanness; and
- (l) To carry out any other duties as assigned by supervisor.

Academic Qualifications:

Diploma/FTC in one of the following fields: Procurement and Supplies or Material Management or completion of Professional Level Stage II of PSPTB Professional course or equivalent qualifications and must be computer literate.

Experience Required:

Atleast two (2) years working in the related field.

6. Assistant Accounts - 1 Position:- He or She shall be reporting to the Accountant.

Description of Duties:

- (a) To process payments and documents such as invoices, journal vouchers, employees' reimbursement, and statements;
- (b) To verify items billed against items ordered and received and reconciles differences through follow-up with Procurement Management Unit;
- (c) To participate in the preparation Trial Balance on monthly basis;
- (d) To collect information on subsidiary ledgers (e.g., debtors, creditors, journals, etc);
- (e) To prepare list of monthly outstanding debtors and creditors;
- (f) To make follows up on unclaimed imprests;
- (g) Participates in preparation of various reports on salaries and allowances;
- (h) Makes follow up on retirement of safari imprests according to financial Rules and regulations;
- (i) To prepare cheque requisitions for rapid invoices for various bills;
- (j) To Prepare Tax invoices for other receivables;
- (k) Follows up on outstanding invoices; and

(l) To perform other related functions as may be assigned by Supervisor.

Academic Qualifications:

Holder of Bachelor Degree in Finance, Accounting, Commerce or Business Administration majoring in Finance or Accounting or its equivalent qualifications from recognized institution.

Experience Required:

Must have a working experience of atleast two (2) years in related field.

7. Architect - 1 Position: He or she shall be reporting to the Estate Manager.

Description of Duties:

- (a) To design, draw various building or constructions as may be decided by the Company;
- (b) To observe quality of construction in accordance with the contract and assist in preparation of progress reports;
- (c) Consider and evaluate Contractor's suggestions and recommendations, discuss with the Project Supervisor and help in making decisions where appropriate;
- (d) Maintain accurate records of construction works at the construction site in an orderly manner in accordance with procedures;
- (e) Review and verify application for payments submitted by the Contractor and submit recommendations on the way forward;
- (f) Assist in reviewing the list of items to be completed or corrected which are Submitted by the contractor for issuance of a Certificate of Substantial Completion;
- (g) Provide assistance in final inspection of the work and in reviewing the record documents to be furnished by the contractor upon completion of the work; and
- (h) To perform any other related duties as may be assigned by his/her supervisor.

Academic Qqualifications:

Holder of Bachelor Degree in Architecture and must be Registered with Architecture and Quantity Surveyors Registration Board (AQRB).

Experience Required:

Minimum of 2 years of working experience.

8. Area Supervisor post-harvest 1 - Position: He or she will be reporting to Senior Mill Cane Planter.

Description of Duties:

- (a) Supervise all farming activities, timing and quality standards related to cane production;
- (b) Execute and supervise farm resource and activity plans;
- (c) Supervise farm activities and implement continuous improvement measures to ensure adherence to activity standards;
- (d) Monitor correct use of materials and other farm inputs;
- (e) Ensure all assets within the farm are properly maintained;

- (f) Carryout inspections and activity assessments and submit reports to Senior Miller Cane Planter;
- (g) Maintain discipline within the team;
- (h) Keep daily record of farm activity data for capturing into cane production data system;
- (i) Assist management in monitoring requirement in line with farm plan;
- (j) Implement continuous improvement practices by monitoring work practices, and ensuring that tools and techniques are applied to deliver high quality sugar cane;
- (k) Conduct on the job training and instruction on various farm activities;
- (l) Report any identified risks to management;
- (m) Monitoring and execution of farm activities by service provides to ensure compliance with standards; and
- (n) Perform any other duties assigned by the management.

Academic Qualifications:

Diploma or Bachelor degree in Agriculture/Agronomy/Horticulture or equivalent qualifications.

Experience Required:

At least two (2) years as supervisor on post-harvest activities in commercial sugarcane production.

9. Cane Supply Supervisor Harvest - 1 Position: He or she will be reporting to Senior Cane Supply Officer

Description of Duties:

- (a) Prepares and controls the estate harvesting section budget;
- (b) Coordinates both annual and progressive monthly cane estimates from the estate;
- (c) Prepares the estate harvesting program;
- (d) Ensures availability of working tools, materials, protective gear etc. at all times;
- (e) Ensures that the field to burn is accessible and no chance of fire accidents;
- (f) Controls cane cutters transport to ensure timely deliveries to and from working sites;
- (g) Manage and coordinate burning crew to ensure safe and effective practices;
- (h) Manages estate cane cutter productivity and quality;
- (i) Ensures a sufficient and steady supply of clean fresh cane to the factories;
- (j) Ensures no cane is thrown away due to any reason;
- (k) Prepare harvesting reports and submit to Senior Cane Supply Officer;
- (l) Ensures that the Company cane cutters camps are well maintained;
- (m) Conduct on the job training and instruction for cane burning and cutting activities, and identify new training needs where appropriate;
- (n) Assists the Senior Cane supply officer controlling/leading the firefighting gang in case of run-away fires;
- (o) Ensure Mkulazi standard procedures for harvesting activities are observed; and
- (p) Perform any other duties assigned by the Management.

Academic Qualifications:

Diploma or Bachelor degree in Agriculture/Agronomy/Horticulture or equivalent qualifications.

Experience Required:

At least six (6) months as a supervisor on cane harvesting activities.

10. Land preparation Officer - 1 Position: He or She will be reporting to Cultivation Engineer.

Description of Duties:

- (a) Receives annual land preparation/replant programme required;
- (b) Oversee bush clearing, stubble plough, deep plough, harrowing and furrowing;
- (c) Monitor replant program;
- (d) Assist on preparation of annual section plan and budget;
- (e) Supervise day to day land preparation activities e.g; clearance, ploughing, levelling, ripping, harrowing, furrowing etc;
- (f) Plan and supervise middle burst operation as requested by the farm section;
- (g) Ensure tractor/machine log sheets and other control sheets are properly filled by machine operators;
- (h) Monitoring and control fuel consumption Vs machineries performance;
- (i) Prepare land preparation and middle burst operation reports and submit to Cultivation engineer;
- (j) Ensure safety of machine, operators and other workers at work place are adhered;
- (k) Perform any other duties assigned by the supervisor/ management

Academic Qualifications

Diploma in mechanization or equivalent.

Experience Required:

Three (3) years' experience in large agricultural production supervising land preparation activities.

11. Truck Drivers - 5 Positions: He/she will be reporting to Transport/ Logistics Officer.

Description Duties:

- (a) Transport finished goods and raw materials over land to and from manufacturing plants or retail and distribution centers;
- (b) Inspect vehicles for mechanical items and safety issues and perform preventative maintenance;
- (c) Plan routes and meet delivery schedules;
- (d) Document and log work/rest periods and kilometers spent driving and retain fuel/toll receipts;
- (e) Comply with truck driving rules and regulations (size, weight, route designations, parking and break periods) as well as with company policies and procedures;
- (f) Maneuver trucks into loading or unloading positions;
- (g) Collect and verify delivery instructions;

- (h) Report defects, accidents or violations; and
- (i) Perform any other lawful duties as will be assigned by his or her supervisor.

Academic Qualifications:

Certificate of Truck Driving course from accredited training Institution preferably the National Institute of Transportation (NIT); relevant and valid driving licence;

Experiences Required:

More than three (3) years proven work experience as a Truck Driver; Hands on experience with electronic equipment and software like application of GPS etc.

Attractive salaries and other fringe benefits for the above vacancies will be paid in accordance to the Company's Salary Structure and other related manuals.

General condition: all applicants should have accomplished Secondary School Education and possess an Ordinary Certificate or an Advanced Certificate of Secondary Education or its equivalent and should not be above 45 years of age.

MODE OF APPLICATION:

Candidates meeting the requisite qualifications should submit their written applications and detailed CV to the address below **WITH THE POSITION APPLIED WRITTEN ON THE TOP OF THE ENVELOPE**, describing how they see themselves qualifying for the applied position. They should also send copies of Academic Certificates, three referees, daytime telephone numbers and e-mail address. The closing deadline for all applications is 14 days after the advert. Only shortlisted and successfully interviewed candidates will be contacted.

**CHIEF EXECUTIVE OFFICER,
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MOROGORO.**