



VACANCY ANNOUNCEMENT - 28<sup>TH</sup> FEBRUARY, 2023

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 - (Re-advertised):** Job purpose is to undertake the organization's comprehensive risk program, which could impede the organization's performance.

**Job Descriptions and responsibilities:**

- i. Provide inputs in the formulation of risks framework and develop procedures to identify and address risks in the organization;
- ii. Conduct risk assessment which involves analyzing risks as well as identifying, describing and estimating the risks affecting the business;
- iii. Preparing the periodic risks report;
- iv. Design, implement and improve the company's quality standard;
- v. Coordinate the Company's compliance with international quality standards;
- vi. Ensure the highest degree of security within and the estate surrounding areas;
- vii. Coordinate all matters related to safety, health, environment and risks;
- viii. Act as liaison between Company and the Government security organs;
- ix. Coordinate outsourcing of estate security services when necessary; and
- x. Perform any other lawful duties as assigned by the Company.

**Academic Qualifications and Working Experience:**

Bachelor 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. Masters' degree will be an added advantage.

2. **Senior Accountant (Management & Cost Accounting):** He/she will be reporting to Finance and Accounts Manager and will be Supervising Cost Accountants.

**Job Description and responsibilities:**

- i. Develop and maintain the cost accounting system, documents, and records;

- ii. Analyze and recommend costs and cost savings measures;
- iii. Prepare and complete internal cost audits;
- iv. Analyze the data collected and log a detailed record of the results;
- v. Analyze any changes in goods or services provided in order to determine what effect it has on the cost;
- vi. Analyze production costs, recommend on the product pricing and prepare regular reports comparing standard costs to actual production costs;
- vii. Make estimates of new and proposed product costs;
- viii. Provide management accounts reports for decision making;
- ix. Provide inputs in audits and general ledger preparation;
- x. Conduct physical inventories and monitor the cycle count program; and
- xi. Perform any other lawful duties as may be assigned by supervisor.

#### **Academic Qualifications and Working experience**

Holder of bachelor's degree in finance, Accounting, Commerce or Business Administration majoring in Finance or Accounting or its equivalent qualifications from recognized institution. Master's degree in related disciplines is an added advantage. The candidate must also Possess CPA (T), ACCA, ACA or its equivalent qualification and registered by NBAA with knowledge in the application of accounting software packages. Must have six (6) years working experience in manufacturing industries specialising in costing structures.

- 3. Senior Marketing and Sales Officer:** Job Purpose for this position is to undertake Marketing and Sales activities as per existing plans. He/she will be reporting to the Chief Executive Officer and will be supervising Marketing and Sales Officers.

#### **Job descriptions and responsibilities:**

- i. Prepare, plan and project managing the publications of all the publicity materials to maximize brand promotion;
- ii. Creating marketing Campaign in liaison with Head of Public Relations and Communication;
- iii. Maintains sales volume, product mix, and selling price;
- iv. Creates and develop new innovative ways to communicate the company message to their existing customers;
- v. Contributes to the annual Marketing and Sales plan;
- vi. Plan and manage marketing projects events and evaluate their success;
- vii. Stimulate sales activities to attain or exceeds revenue objectives on monthly, quarterly and year bases;
- viii. Support in the preparation of perfect sales projection along with pipelines reports;
- ix. Evaluate and report on the effectiveness of all marketing activity;
- x. Support the Marketing Manager in day-to-day marketing activities;
- xi. Plan, develop and deliver campaigns as agreed within timescales; and
- xii. Perform any other lawful duties as may be assigned by supervisor.

#### **Academic Qualifications and Working experience**

Bachelor degree in marketing, sales, business administration or related field. The incumbent must have six (6) years working experience in Marketing and Sales or related duties especially dealing with Fast-moving consumer goods (FMCG). Masters degree in Marketing and Sales and Business Administration will be an added advantage.

**4. Cost and Management Accountant - Agricultural/Factory:** He/she will be reporting to Senior Accountant - Management & Cost Accountant

**Job descriptions and responsibilities:**

- i. Develop and maintain the cost accounting system, documents, and records of the organization;
- ii. Analyze and recommend costs and cost savings measures;
- iii. Collect and analyze data to determine variance and prepare budgetary performance report for decision making;
- iv. Analyze the data collected and log a detailed record of the results;
- v. Analyze any changes in goods or services provided in order to determine what effect it has on the cost;
- vi. Analyze production costs and recommend on product pricing;
- vii. Estimates costs for new product;
- viii. Provide management with reports that specify and compare factors that affect prices and profitability of products or services;
- ix. Provide inputs in audits and general ledger preparation;
- x. Participate in conducting physical inventories and monitor the cycle count program;
- xi. Provide cost inputs in planning and budgetary process;
- xii. Control and forecast income and expenditure;
- xiii. Advise on finance-related decisions;
- xiv. Participate in developing and managing financial systems/policies; and
- xv. Performs any other lawful duties as may be assigned by Supervisor.

**Academic Qualifications and Working experience**

Holder of bachelor's degree in finance, Accounting, Commerce or Business Administration majoring in Finance or Accounting or its equivalent qualifications from recognized institution. Must have a working experience of four (4) years in related field.

**5. Revenue Accountant:** He/She will be reporting to Senior Accountant- Financial Accountant.

**Key duties and responsibilities:**

- i. Ensure that revenue is recognized in the proper periods and is within GAAP guidance;
- ii. Takes appropriate action for collecting revenue due to the Company;
- iii. Perform month-end revenue related Journal entries;
- iv. Generates monthly revenue reports for Management review;
- v. Prepare account reconciliations and resolve reconciling items in a timely manner;
- vi. Ensure invoices are in compliance with customer contracts (in both amount and units) and retaining documentation for all prior billing months;
- vii. Work with sales and marketing department(s) to research and resolve billing discrepancies and disputes;
- viii. Determines monthly revenue focus and performs monthly revenue analysis and calculations;
- ix. Works on accounts reconciliation over account receivables;
- x. Monitor and manage client's accounts;
- xi. Ensures compliance with Company accounting standards and guidelines; and
- xii. Performs any other lawful duties as may be assigned by the supervisor.

### **Academic Qualifications and Working experience**

The applicant should be a holder of Bachelor's Degree in Accounting, Finance, Commerce or a related field, from a recognized Higher Learning Institution. Must be a holder of CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognised by NBAA, with at least four (4) years' similar work experience (preferably from a manufacturing industry).

## **6. Marketing and Sales Officer: He/She will be reporting to Senior Marketing and Sales Officer.**

### **Job descriptions and responsibilities:**

- i. Assist in preparing, plan and project managing the publications of all the publicity materials to maximize brand promotion;
- ii. Assisting in creating marketing Campaign in liaison with Head of Public Relations and Communication;
- iii. Assist to maintains sales volume, product mix, and selling price;
- iv. Creates and develop new innovative ways to communicate the company message to their existing customers;
- v. Contributes to the annual Marketing and Sales plan;
- vi. Plan and manage marketing projects events and evaluate their success;
- vii. Stimulate sales activities to attain or exceeds revenue objectives on monthly, quarterly and year bases;
- viii. Support in the preparation of perfect sales projection along with pipelines reports;
- ix. Provide inputs in evaluating the effectiveness of all marketing activity;
- x. Support the Marketing Manager in day-to-day marketing activities;
- xi. Plan, develop and deliver campaigns as agreed within timescales; and
- xii. Perform any other lawful duties as may be assigned by supervisor.

### **Academic Qualifications and Working experience**

Bachelor degree in marketing, sales, business administration or related field. The incumbent must have four (4) years working experience in Marketing and Sales or related duties especially dealing with Fast-moving consumer goods (FMCG). Experience in marketing and sales in sugar industry will be an added advantage.

## **7. Accounts Assistant: He she will be reporting to Assistant Accountant**

### **Job description and responsibilities:**

- i. Process payments and documents such as invoices, journal vouchers, employees' reimbursement and statements;
- ii. Verify items billed against items ordered and received and reconciles differences through follow-up with Procurement Management Unit;
- iii. Reconcile transactions, financial data and other financial information to an automated accounting system;
- iv. Review on-line transactions for accuracy and corrects errors;
- v. Participate in the preparation of Trial Balance on monthly basis;
- vi. Maintain subsidiary ledgers (e.g., debtors, creditors, journals, etc);
- vii. Prepare list of monthly outstanding debtors and creditors;
- viii. Follows up on unclaimed imprests;
- ix. Participates in preparation of various reports on salaries and allowances;
- x. Makes follow up on retirement of safari imprests according to financial Rules and regulations;
- xi. Undertakes bank and other reconciliations of financial information;

- xii. Reconcile and ensure timely payments of urgent invoices (Telephone bills, Electricity, internet/Data bills etc.);
- xiii. Prepare Tax invoices for other receivables;
- xiv. Follows up on outstanding invoices; and
- xv. Perform any other lawful duties assigned by Supervisor.

**Academic Qualifications and Working Experiences**

Holder of Diploma in Accounting, Finance, Commerce/Business Administration (Majoring in Accounting or Finance) or equivalent qualifications from a recognized institution. The candidate must Possess an ATEC II or its equivalent qualification. Working Experience not required.

**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, names and contacts of three referees, daytime telephone numbers and e-mail address. The closing deadline for all applications is 14 days after the advert. Only successful candidates will be contacted.

**CHIEF EXECUTIVE OFFICER,  
MKULAZI HOLDING COMPANY LIMITED,  
P.O BOX 1079,  
MOROGORO.**