



VACANCY ANNOUNCEMENT - DATE: 19th June 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 incorporated on 6th September 2016. The main objective of the company is to undertake production of sugar in Tanzania.

The company is an equal opportunity employer, and wishes to invite competent, qualified, experienced, and dedicated Tanzanians to fill in the vacancy position currently available in the company.

- 1. Cane Receiving Engineer/Front-End Superintendent (Mill, Boiler and Turbine)**
- 1 Post: He or She will be reporting to Senior Mechanical Engineer.

Job Descriptions and Responsibilities:

- Ensures establishment and implementation of maintenance schedules cane handling systems;
- Controls cane quality and throughput on the first mill;
- Monitor cane preparation though cane levelers and fibrizer;
- Review and interpret engineering specifications schematics, blue prints to determine boiler work procedures;
- Plan spare parts production route;
- Allocates tasks to feeder table operator, crane operator and grab operator;
- Provide inputs in designs and build of tools and equipment as per approved drawings and specifications;
- Practice and comply with safety standards at all times;
- Provide specifications for purchasing of materials and tools; and
- Perform any lawful duties assigned by supervisor;

Academic Qualifications

Bachelor of Science/ Full Technician Certificate (FTC) in any of the following professionals: Mechanical Engineering, Manufacturing Engineering, Electrical

Engineering and Electronic engineering or equivalent qualifications. Registered by profession body.

Working Experience:

Four (4) years' experience in sugar processing/Manufacturing or cane production or equivalent. Holder of FTC should have a unique experience of more than seven (7) years working in the relevant field.

2. Mechanical Foremen/Supervisor-Mechanical -1 Post: He or She will be reporting to Manufacturing Chemist.

Job Descriptions and Responsibilities:

- a. Supervise the maintenance and repairs on pumps, conveyor and centrifugal machines;
- b. Installing and performing diagnostic test on mechanical system;
- c. Ensure parts for repairs and installation are kept on hand at all time;
- d. Ensures safety of people and machines;
- e. Optimize mechanical efficient by adjusting machine;
- f. Ensures effective communication with superiors on occurrences;
- g. Training subordinate workers on safe and efficiency use of mechanical machine;
- h. Receive and raise work orders for execution; and
- i. Performs any other lawful duties as assigned by supervisor.

Academic Qualifications:

Full Technician Certificate or Diploma in Mechanical Engineering or equivalent.

Working Experience:

Three (3) Years working experience in Mechanical Engineering or its equivalent. Experience of working in Sugar industry will be considered as an additional advantage.

3. ICT Officer (Network Management) - 1 Post: He or She will be reporting to Senior ICT Officer.

Job Descriptions and Responsibilities:

- a. Provide technical support related to computer networks;
- b. Maintain, repaired, and configure all network devices within the company computer network;
- c. Participate in designing and installation of networks and related accessories and equipment;
- d. Troubleshoot all network-related problems;
- e. Document and communicate network-related problems, solutions, and the implementation process;
- f. Assign network resources and user accounts;
- g. Monitor network performance (availability, utilization, throughput, goodput, and latency) and test for weaknesses;
- h. Define network policies and procedures;
- i. Perform maintenance activities, systems backups and restore; and
- p. Perform any other duty as may be assigned by his/her superior.

Academic Qualifications:

Bachelor's Degree in Computer Science/Information Technology/Computer Engineering or a related discipline from a recognized institution and professional networking certification such as CCNA is an added advantage.

Working Experiences:

Three (3) years of proven working experience in a similar position. Hands-on experience in networking, routing, and switching. Excellent knowledge of best practices around managing, controlling, and monitoring server infrastructure. Experience with firewalls, Internet VPN's remote implementation, troubleshooting, and problem resolution is desired.

4. Human Resources Officer - 1 Post: He/She will be reporting to Senior Human Resources Officer.**Job Descriptions and Responsibilities:**

- a. Participate in the Recruitment process and confirmation of employees.
- b. Maintains leave records of all employees.
- c. Keeps files of all non-management employees in safe custody.
- d. Facilitates the preparation of the sectional budget;
- e. Participate in providing inputs on the preparation of weekly and monthly reports;
- f. Checks and verifies family composition of each employee and updates from time to time by deleting overaged children and registering newly born children;
- g. Updates and books any movements like deaths, promotion, demotions, transfers, terminations etc. and communicates them to other sections for necessary steps;
- h. Ensure that correct grades and wages are shown on the employment contract of all employees;
- i. Assesses the Industrial relations climate and reports the findings to the authorities for timeous action;
- j. Takes part in disciplinary and counselling sessions involving seasonal employees and permanent employees;
- k. Updates employee's personal particulars as they occur on the right screen in the computerized HR system;
- l. Captures and maintains leaves records for employees;
- m. Organizes Sports and games and ensures proper programme and schedule; and
- n. Perform any other lawful duties as will be assigned by the supervisor.

Academic Qualifications:

Holder of bachelor's degree in human resources management/Public administration or related field or equivalent qualification.

Working Experience:

Three (3) years' of working experience in Human Resources Management and/or Administration including industrial Payroll Systems management. Working in Processing, Manufacturing and Construction industry will be an added advantage.

5. Driver - Light Vehicles- 5 Posts: He/She will be reporting to Head Driver

Job Descriptions and responsibilities:

- a. Handling and driving assigned Company's vehicle;
- b. Distributes files, mails, cheques and other documents to different places or Offices;
- c. Ensuring that, Company's vehicles and its accessories are in good and safe working condition before and after making any trip so as to identify any defects;
- d. Carry out minor repairs on the vehicle assigned provided it does not cause more detriment to such a vehicle;
- e. Keep and Maintain Log Book of respective assigned vehicle;
- f. Maintains accurate up-to-date record on trip sheets, customer transportation forms, vehicle maintenance, fuel filling, incident reports, accident reports, vehicle condition report and other records requested by Management;
- g. Reads and interprets driving directions to plan the most efficient route services for customers;
- h. Fuel the assigned vehicle;
- i. Presents safety briefing to Passenger(s) prior to each trip departure;
- j. Keeps the assigned vehicle(s) clean inside and outside; and
- k. Perform any other lawful duties as assigned by supervisor.

Academic Qualifications:

Form IV or VI with Class "C" valid driving license and must have a Trade Test Grade III Certificate in one of the following subjects: Motor Vehicle Driving, Motor Vehicle Mechanics or Auto Electrician.

Working Experience:

At least two (2) years' experience in driving and a proven accident-free driving experience.

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

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 addresses. The closing deadline for all applications is 14 days after the advertisement. Only shortlisted candidates will be contacted.

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