



VACANCY ANNOUNCEMENT - 07TH SEPTEMBER 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 the production of sugar in Tanzania.

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

- 1. Risk and Quality Assurance Manager - 1 Position:** The job purpose is to undertake the organization's comprehensive risk program, which could impede the organization's performance.

Job Descriptions and Responsibilities:

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

Academic Qualifications and Working Experience:

Bachelor's 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 Internal Auditor - 1 Position:** He/She will be reporting to the Internal Audit Manager and will be supervising the Internal Auditors.

Job Descriptions and Responsibilities:

- i. Perform appraisals in respect of the adequacy and effectiveness of the accounting, administration and other internal controls system and review levels of compliance with laid down procedures, policies, controls and relevant regulations;
- ii. Provide recommendations to departmental management on the improvement or enhancement of controls based on identified risks;
- iii. Prepare audit programme for the planned audits;
- iv. Review company processes and procedures to ensure compliance with the set standards and report and controls gap or deficiencies to departmental management;
- v. Conducting management testing of key controls to ensure are effective;
- vi. Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations and company policies;
- vii. Report to management about asset utilization and audit results and recommend changes in operations and financial activities;
- viii. Coordinate routine compliance checks on all company processes and procedures by the annual audit plan;
- ix. Review draft audit report from Internal Audit Officer and follow up significant audit issues with the relevant Heads of departments or Units;
- x. Compile and submit the draft audit report to the Internal Audit Manager for review before submitting it to the Board of Directors;
- xi. Follow up corrective/remedial action taken by the Heads of departments/units to address audit issues identified;
- xii. Follow up and report on implementation of internal, and external audit findings and recommendations;
- xiii. Analyze potential risks within specific areas of a company to avoid compliance issues;
- xiv. Keeping track of any violations reported against a company and responses and plans regarding these violations;
- xv. Provide inputs in developing the Audit Plan;
- xvi. Supervise auditing of establishments and determine the scope of investigation required;
- xvii. Investigate suspected theft/fraud or poor management as revealed through routine audits or reported by Heads of department or executive management;
- xviii. Analyze evidence gathered from investigation and compile reports of findings;
- xix. Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions;
- xx. Providing inputs in organizing and collaborating stock count on monthly, quarterly and yearly stock count procedures;
- xxi. Investigate stock valuation discrepancies and report results to management for adjustment or corrective actions;
- xxii. Inspect cash on hand, notes receivable and payable, negotiable securities and cancelled checks to confirm records are accurate;
- xxiii. Supervise the work carried out by internal audit officers;
- xxiv. Perform staff appraisals for subordinates;
- xxv. Communicate audit plan to subordinates; and
- xxvi. Perform any other lawful duties as assigned by the supervisor.

Academic Qualifications and Working Experience(s):

Holder of Bachelor's Degree in Finance, Accounting, Commerce or Business Administration majoring in Finance or Accounting or equivalent qualifications from recognized institutions with CPA (T), ACCA, ACA, CIMA and registered by NBAA as a Certified Public Accountant. Postgraduate Qualification is an added advantage. Should have at least five years (5) years of Audit experience.

- 3. Senior Accountant (Management & Cost Accounting) - 1 Position:** He/she shall be reporting to the Finance and Accounts Manager and will be Supervising Cost Accountants.

Job Descriptions and Responsibilities:

- i. Develop and maintain the cost accounting system, documents, and records;
- ii. Analyse 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 to determine what effect it has on the cost;
- vi. Analyze production costs, recommend 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 the 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 a recognized institution. A Master's degree in related disciplines is an added advantage. The candidate must also Possess CPA (T), ACCA, ACA or its equivalent qualification and be registered by NBAA with knowledge of the application of accounting software packages. Must have six (6) years of working experience in manufacturing industries specialising in costing structures.

- 4. Cost and Management Accountant - 1 Position:** He/she shall 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 organisation;
- ii. Analyse and recommend costs and cost savings measures;
- iii. Collect and analyze data to determine variance and prepare budgetary performance reports 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 to determine what effect it has on the cost;
- vi. Analyze production costs and recommend product pricing;
- vii. Estimates cost 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 the 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 a recognized institution. Must have a working experience of four (4) years in a related field.

5. Safety Spotters - 4 Positions: He/She will be reporting to Safety or Risk Management Officer

Job Descriptions and Responsibilities:

- i. Co-ordinate and facilitate SHERQ and Food Safety risk assessments and work with operations to develop best mitigation plans;
- ii. Coach and guide staff in the assessment, management and continuous improvement of SHERQ and Food Safety performance;
- iii. Facilitate SHERQ and Food Safety investigations and coordinate the verification of closeout actions;
- iv. Facilitate the closeout of audit findings;
- v. Create SHERQ awareness using various fit-for-purpose media (e.g.Toolbox talks, noticeboards, electronic media);
- vi. Provide SHERQ capability development in contractors and seasonals, through the facilitation of safety induction training/design material;
- vii. Conduct inspections and internal audits to oversee and ensure the adherence to legislative and Government requirements;
- viii. Implement and drive the implementation of SHERQ Programs and plans specific to area of responsibility (e.g.water usage plan);
- ix. Implement monitoring schedules to ensure compliance with statutory requirements for safety, environment, Food Safety and occupational health;
- x. Distribute SHERQ management reports;
- xi. Co-ordinating effective testing of emergency response protocols;
- xii. Ensure that effective SHE and Food Safety committee meetings are conducted to schedule through setting up the program, attending meetings and making necessary changes to the operation;
- xiii. Create awareness of safety in communities who live and use the estate (e.g. Schools, villages in the boundary) through developing and delivering pamphlets, talks etc.; and

- xiv. Perform any other lawful duties assigned by the supervisor.

Academic Qualifications and Working Experience(s):

Form Six or Diploma in Safety, Quality Management, Risk Management or related area; with a SAMTRAC/ NEBOSH/NOSHC qualification; ISO9000/22000. Training in SHE Representative, First Aid and Fire Prevention will be an added advantage. Knowledge of relevant SHERQ legislation and regulatory requirements. Should have at least 2 years' experience in an operational environment (Factory / Agriculture), working in a health and safety role.

6. Assistant Accountant - 1 Position: He/She will be reporting to Revenue Accountant.

Job Descriptions and Responsibilities:

- i. Ensuring payments, amounts and records are correct;
- ii. Recording and filing transactions;
- iii. Controlling credit and making follow-up of receivables and payables;
- iv. Invoice processing and filing;
- v. Processing expense requests for the accountant to approve;
- vi. Prepare journal vouchers and assist in Bank reconciliation;
- vii. Updating and maintaining procedural documentation;
- viii. Initiate preparation of revenue and expenditures statements and reports;
- ix. Provide inputs in updating assets and liabilities Register;
- x. Work with Accountants in reconciling accounts between General Ledger (GL) and Sales Ledger (SL) supporting schedules;
- xi. Prepare draft reports of debtors and creditors for supervisor's review;
- xii. Prepare a draft report for an estimate of revenue and expenditure for the supervisor's review;
- xiii. Provide inputs in preparing financial statements on a monthly, quarterly and annual basis;
- xiv. Computing taxes and preparing tax returns to ensure compliance with payments, reporting and other tax requirements; and
- xv. Performs any other lawful duties as assigned by the Supervisor.

Academic Qualifications and Working Experience(s):

Holder of a Bachelor's Degree in Finance, Accounting, Commerce or Business Administration majoring in Finance or Accounting or its equivalent qualifications from a recognized institution. Must have a working experience of at least two (2) years in a related field specifically in Tax.

7. Accounts Assistant - 2 positions: He she will be reporting to the 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 reconcile differences through follow-up with the Procurement Management Unit;
- iii. Reconcile transactions, financial data and other financial information to an automated accounting system;
- iv. Review online transactions for accuracy and correct errors;
- v. Participate in the preparation of Trial Balance every month;
- vi. Maintain subsidiary ledgers (e.g., debtors, creditors, journals, etc.);
- vii. Prepare a list of monthly outstanding debtors and creditors;
- viii. Follows up on unclaimed imprests;
- ix. Participates in the preparation of various reports on salaries and allowances;
- x. Makes follow up on retirement of safari imprest 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 the Supervisor.

Academic Qualifications and Working Experiences

Holder of a 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 is not required.

8. Area Supervisor-Irrigation - 1 Position: He/She will be reporting to the Senior Miller Cane Planter Officer and will be supervising Irrigation team Lead, Pump Operator and Irrigators.

Job Descriptions and Responsibilities:

- i. Provide inputs in the preparation of irrigation activities plan and operation budget;
- ii. Supervises application of water to cane fields by using installed irrigation systems;
- iii. Monitors and keep records of irrigation performance parameters;
- iv. Ensure the irrigation line has been placed in the correct location by physically inspecting the irrigation line after every shift;
- v. Ensure Irrigation lines are shifted as per set standard;
- vi. Performs minor maintenance of Irrigation and drainage infrastructure to ensure they performing as per laid down standards;
- vii. Conduct on-the-job training and instruction on the irrigation of cane;
- viii. Ensure proper dry-off is done before harvesting;
- ix. Controls daily work attendance for allocated manpower; and
- x. Perform any other lawful activity as assigned by his/her supervisor.

Academic Qualifications and Working Experience:

Diploma in Irrigation/Agriculture/Agronomy/Horticulture or equivalent qualifications and should have at least three (3) years' experience in large-scale agricultural production.

9. **Agronomy Supervisor - 1 Position:** He/She will be reporting to the Agronomist and will be supervising the attendant data Collection.

Job Descriptions and Responsibilities:

- i. Supervises and controls records of data on pest and disease assessments;
- ii. Supervises soil and leaf sampling;
- iii. Supervises other agronomic functions like growth measurements, stalk counting, maturity tests, gaps assessments, cane loss assessments, weed assessments, water sampling etc;
- iv. Supervises other tasks required for experimentation;
- v. Ensures that discipline is maintained during working hours;
- vi. Ensures safety and proper handling of working tools; and
- vii. Performs any other work-related duties as assigned by superiors

Academic Qualifications and Working Experience:

Diploma or Certificate in Agriculture/Agronomy or equivalent qualification and at least two (2) years experience in plantation agriculture from a reputable Organisation.

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

General condition: All applicants should have accomplished Secondary School Education and possess an Ordinary Certificate of Secondary Education.

MODE OF APPLICATION:

Candidates meeting the requisite qualifications should submit their written applications and detailed CVs 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 addresses. The closing deadline for all applications is 14 days after the advert. Only successful candidates will be contacted.

**CHIEF EXECUTIVE OFFICER,
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MOROGORO.**