



Sustainability Reporting Intern (1 Post)

Natural Extracts Industries Ltd (NEI) is a social enterprise company pioneering the sustainable flavour extract manufacturing industry in Tanzania, focusing on vanilla, cocoa, and coffee. The company works in all areas from cultivation to post-harvest processing, to value-add manufacturing, and to international sales and marketing. The supply chain currently integrates over 8,000 farmers from eight regions in Tanzania and two regions in Uganda, and through this sourcing model, NEI aims to deliver long-term socioeconomic impact, increasing smallholder household net income by 50%, on average. The company is undertaking an aggressive growth journey, featuring European and US market expansions (including partnerships and potential joint ventures), establishing a new state-of-the-art manufacturing facility, and expanding supply-side volumes. NEI is an equal opportunity employer.

Duties & Responsibilities

- Support research on sustainability trends and industry benchmarks.
- Support data collection process for assessments and rating agencies. Work with department heads to collect relevant data. Follow up when necessary.
- Support preparation of reports for stakeholders.
- Participate in workshops and training sessions to deepen your understanding of sustainability in the agricultural sector and beyond.

Desired Qualifications & Experience

- Recent graduates with a Bachelor's degree in one or more of Environmental Science, Information Technology, Data and Analytics, Accounting, or Actuarial Sciences.
- Experience conducting independent research.
- Analytical and organisational skills to review information and reports and make recommendations/solutions.
- Ability to work independently and as part of a diverse team.
- Strong written and verbal communication skills.
- Ability to use various computer software including word-processing, Microsoft Access, GIS, internet, and spreadsheet applications to manage and update data collection, and prepare correspondence and reports.

Required Knowledge, Skills, and Abilities

- Strong personal, organizational, and self-management skills;
- Able to relate to multiple foreign cultures;
- Ability to communicate clearly and effectively, both oral and written, in English and in Swahili;
- Ability to work independently (to prioritize, multi-task, and resolve problems), with limited supervision, and deliver tasks accurately and on time;
- Must be highly skilled in computer productivity packages such as Microsoft Office and Google Workspace (e.g., Gmail, Google Drive, Google Docs, Google Sheets), and with business intelligence platforms like Tableau or Power BI;
- Ability to ensure the security of confidential information;

natural extracts industries ltd

Registered Office: Farm No. 440, Longuo A, Moshi Rural, Kilimanjaro, Tanzania

Postal Address: P.O. Box 7628, Moshi

Tel: +255 756 579 333

Email: info@nei-ltd.com



- Ability to do in-depth analysis on Excel spreadsheets, including the use of advanced formulas and Pivot Tables;
- Proficiency in using publicly available large language model artificial intelligence applications like Google Gemini and ChatGPT;
- A passion for the food industry and social impact.

Expression of Interest & Application

Interested candidates should submit their cover letter and CV to hr@nei-ltd.com by 26th April 2024. Applicants must indicate in the subject line the role being applied for, failure to do so may lead to disqualification.

***** NOTICE *****

Natural Extracts Industries Ltd does not demand payment in any form for any job placement.



Sustainability Reporting Coordinator (1 Post)

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Duties & Responsibilities

- Collaborate with our colleagues across departments to develop and refine our sustainability reporting framework, focusing on transparency and adherence to global standards.
- Conduct comprehensive assessments of our current sustainability practices and identify areas for improvement in alignment with ESG (Environmental, Social, Governance) criteria.
- Engage in data collection and analysis to support the development of sustainability reports that accurately reflect our impact and progress.
- Research and stay updated on global sustainability reporting standards (e.g., GRI, SASB, TCFD, CDP, Eco Vadis, B Corp) to ensure compliance and best practices.
- Assist in the preparation of sustainability reports for stakeholders, including customers, partners, and sustainability certification bodies.
- Support the development of communication strategies to effectively share our sustainability achievements and challenges with a broader audience.
- Participate in workshops and training sessions to deepen your understanding of sustainability in the agricultural sector and beyond.

Desired Qualifications & Experience

- Bachelor's degree in one or more of Environmental Science, Information Technology, Data and Analytics, Accounting, or Actuarial Sciences.
- 2 to 3 years of work experience, ideally in a similar role and industry.
- A strong interest in sustainability, social impact, and the principles of equity and inclusion.
- Excellent research, analytical, and data management skills.
- Ability to work independently and as part of a diverse team.
- Strong written and verbal communication skills.
- Familiarity with sustainability reporting standards and frameworks is an advantage.
- Ability to use various computer software including word-processing, Microsoft Access, GIS, internet, and spreadsheet applications to manage and update data collection, and prepare correspondence and reports.

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