



TOBACCO COOPERATIVE JOINT ENTERPRISES LIMITED (TCJE LTD) REG.NO.5590

Tobacco Cooperative Joint Enterprises Limited (TCJE) was established under the Cooperative Societies Act No. 6 of 2013 as a Joint Enterprise for the purpose of facilitating the operation of Tobacco Industry and promoting economic interests of members such as Tobacco Marketing, Agricultural Supplies and all matters related with tobacco development of the affiliated Secondary Societies in accordance with Cooperative Principles and Practice.

In this regard, activities of TCJE have specifically expanded and the enterprise now invites applications from suitable, qualified and skilled persons to fill the following available vacancies:

1. JOB TITLE: Accounts Assistant (1 Vacancy - Morogoro)

Nature and scope

The successful candidate will report to the Chief Accountant. He/She will be responsible to the Chief Accountant in carrying out the enterprise's financial and accounting functions.

Duties and Responsibilities

1. Pre-payment examination of invoices, bills and all other claims;
2. Receive and keep in proper custody all bills, invoices and other claims pending Payments;

3. Assist the Chief Accountant in preparation of final accounts;
4. Responsible for Preparation of payroll;
5. Responsible for monthly reconciliation of statutory contributions;
6. Periodic reconciliation of workers impress retirement;
7. Track expenses and process expense reports;
8. Prepare vouchers and process cheque and cash payments;
9. Maintain cheque payment registers book;
10. Prepare and handle petty cash payment documents;
11. Monitor accounts to ensure payments are up to date and assist with month end closing;
12. Provide supporting documentation for audits;
13. Ensuring timely submission of statutory contributions and obligations;
14. Ensure the Fixed Assets Register is up to date and depreciated accordingly;
15. Carry out any other related duties as assigned by the Supervisor from time to time.

Qualifications, Knowledge and Experience

1. Advanced Diploma or Diploma in Accounting, Finance, Business Administration or related field from recognized University/Institution.
2. General knowledge in accounting.
3. Proficient in data entry.
4. Computer Literate.
5. Ability to work under tight deadlines without compromising accuracy.

2. JOB TITLE: Cashier – (1 Vacancy – Morogoro)

Nature and Scope:

Posting financial transactions using appropriate computer software. Receiving and recording vouchers, cash and checks. They assist accounting departments with accounting and clerical duties

Duties and Responsibilities

- Organize and Process Financial Transactions:
- Prepare Month-End Reports
- Maintain Financial Filing Systems
- Manage Accounts Payable
- Prepare invoices for clients:
- Prepare bank deposits
- Posting financial transactions using appropriate computer software
- Receiving and recording vouchers, cash and checks
- Checking for accuracy in reports, figures and postings
- Reconciling and reporting any discrepancies found in the records ·
Assisting with tax payments and filing · Maintaining a financial filing system.
- Protects organization's value by keeping information confidential.

Qualifications, Knowledge and Experience

1. Advanced Diploma or Bachelor's Degree in Accounting, Finance, Business Administration or related field from recognized University/Institution.
 2. General knowledge in accounting.
 3. Proficient in data entry.
 4. Computer Literate.
 5. Ability to work under tight deadlines without compromising accuracy.
 6. At least 6 Month working experience in the related field is preferred
- 3. JOB TITLE: Driver – (2 Vacancy – Morogoro)**

Nature and Scope:

The successful candidate will drive the Enterprise's motor vehicle. He/She will be responsible for ensuring that the enterprise's motor vehicle is properly handled.

Duties and Responsibilities

1. Drive and maintain the Enterprise's motor vehicle;
2. Keep custody of the service schedule to ensure that the vehicle assigned to him/her is maintained, serviced regularly and kept clean;
3. Carry out regular inspection of the vehicle, rectify minor defects and report promptly any detected fault or defect on the motor vehicle;
4. Verify repairs undertaken on the vehicle;
5. Maintain car log book and record all movements accurately and timely;
6. Ensure that the security of the vehicle is safeguarded all the times;
7. Perform any other duties related to the position as may be assigned by the Supervisor.

Qualifications, Knowledge and Experience

1. Certificate of Secondary Education;
2. Ability to communicate in English and Kiswahili;
3. Valid driving license;
4. At least two years relevant work experience in a reputable institution;

4. JOB TITLE: Accountant (1 Vacancy – Morogoro)

Nature and scope

The successful candidate will report to the Chief Accountant. He/She will be responsible for maintenance of books of accounts, financial reporting and routine processing of the transactions relating to Finance. He/She will assist in the preparation of financial budgeting and reporting, payment to suppliers as well as formulation of controls to safeguard the financial resources of the enterprise.

Duties and Responsibilities

1. Prepares petty cash vouchers and arranges for withdrawal of money from the bank
2. Receives bank communication, daily processing of cash/bank transactions
3. Maintains the fixed assets register; reconciles monthly to the general ledger
4. Takes care of all records related to fixed assets and fixed asset related documents in the books

5. Physically verifies assets from time to time to ensure existence, conduct valuations of assets, when required.
6. Reconciles accounts payable and receivable accounts including weekly reconciliation and maintenance of inventory sub ledgers at entity level
7. Performs accounting and book-keeping tasks; prepares management accounts, payment upload, takes care of the correct documentation
8. Prepares weekly, monthly, bi-annually, annual cashflow.
9. Prepares month end reconciliation.
10. Takes responsibility for monthly payroll reconciliations including to control accounts at month end.
11. Assist Chief Accountant in preparation of final accounts
12. Responsible for closing books of accounts
13. Prepare vouchers and process cheque and cash payments
14. Monitor accounts to ensure payment are up to date to assist with Month end closing.
15. Provide supporting document for auditing.
16. Ensure/ follow up union payment and balance of administration and input supply.
17. Manage loan accounts for Banks Esp CRDB, NMB, Azania and NBC.
18. Checking retirement and making sure all supporting document were attached properly.
19. Prepare quarterly reports.
20. Prepare BOD report.

Qualifications, Knowledge and Experience

1. Bachelor Degree in in Business Administration, Finance, Accountancy or related discipline.
2. Minimum of 2 years relevant experience in a reputable organization.
3. Strong written and oral communication skills with ability to write documentation in a concise and focused style.
4. Excellent developed interpersonal and organizational skills.
5. Must be a team player, very self-motivated and able to manage and prioritize work load with minimum supervision.
6. Should have computer skills.

5. JOB TITLE: Agricultural Extension Officer – (1 Vacancies – Morogoro)

Nature and Scope

The successful candidate will report to operation manager. He/She will be responsible for providing extension services to our client aiming at obtaining the best results in their agricultural produce.

Duties and Responsibilities

1. Provide extension education and services to farmers on their farms in order to obtain the best production
2. Assist farmers to make better decision in order to increase agricultural production

3. Advise farmers on how to save on the farming equipment and procedures
4. Assist farmers to comply with standard set for the crop production
5. Advising farmers on crop quality control
6. Advise farmers to adopt good crop farming practices
7. Carry out any other related duties as assigned by the supervisor from time to time.

Qualifications, Knowledge and Experience

1. Bachelor Degree in Agriculture or related discipline from a recognized University/Institution.
2. High degree of integrity
3. At least two (2) years working experience in procurement and storekeeping.
4. Good written and communication skills.
5. Able to communicate in both English and Kiswahili
6. Should have computer skills.

MODE OF APPLICATION AND DEADLINE

Tobacco Cooperative Joint Enterprises Limited is an equal opportunity employer. Qualified candidates should apply in writing to or lodge their applications at the address shown below, enclosing:

1. Application letter showing how they meet the requirements of the position;
2. An up-to-date Curriculum Vitae;

3. Contacts stating name in full, telephone numbers and e-mail addresses of the candidate;
4. Copies of relevant certificates
5. Names and full contacts of three (3) referees.

Closing date: Applications should reach the undersigned not later than **4.00 pm on Friday, 24th January 2025.**

General Manager,

Tobacco Cooperative Joint Enterprises Limited,

Plot No. 15, Block H, Modeco Road,

P.O. Box 1227,

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Email: tcjetobacco@tcje.co.tz