



Job Opportunity Advertisement

Cotton Development Trust Fund (CDTF) was incorporated in Tanzania on 4th March 2008 under the Trustees Incorporation Act (CAP.318 R.E. 2002) as per certificate of incorporation No. 3352. The Fund is a replacement of the Cotton Development Fund (CDF), which was established under the auspices of the Cotton Industry Act No. 2 of 2001. The formation of the Fund was in line with the wishes of the Cotton Industry Stakeholders as outlined in the Memorandum of Understanding, which was signed on 21st April 2006.

Cotton Development Trust Fund Job Opening

Cotton Development Trust Fund is looking for a qualified Cotton Textile Coordinator to support the textile industry with fiber crops and sustainable cotton programs. The role involves managing the flow of cotton materials throughout the textile production process and ensuring timely delivery of quality cotton fibers to the manufacturing facility.

Job Title: Cotton Textile Coordinator

Post: 01

Duty Station: Mwanza

Qualifications and Experience Required

- **Education Requirement:** Holder of a Bachelor's degree in textile engineering, textile science, or a related field from a recognized institution with working experience in a related field. Any certifications related to cotton quality and sustainability will be an added advantage.

Duties and Responsibilities

- Support programs related to sustainable cotton or fiber crops.
- Coordinate with other departments like spinning, weaving, and dyeing to ensure smooth production flow.
- Implement quality checks on incoming cotton bales to ensure compliance with established standards.
- Implement sustainable cotton sourcing practices, such as certified organic cotton or Better Cotton Initiative.
- Generate reports on cotton costs, quality trends, and production performance.
- Maintain detailed records of cotton purchases, inventory levels, and quality data.
- Identify and negotiate with cotton suppliers to secure high-quality cotton at competitive prices.

Qualitative Requirements

- Experience in product and apparel production.
- Basic understanding of garment construction.
- Technical knowledge of crop production.
- Basic understanding of fabric types.

- Proficiency with Microsoft Office.
- Strong communication skills.
- Exceptional organizational skills.
- Excellent written and verbal communication skills.

General Conditions

- Applicants must attach an up-to-date passport size photo, current Curriculum Vitae (CV) with a reliable contact postal address, email address, and mobile number(s).
- Applicants must attach their detailed relevant certified copies of academic certificates as follows:
 - Degrees and professional certificates.
 - Form IV and Form VI National Examination Certificates.
 - Birth Certificate or National Identity Card.
- Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will necessitate legal action.
- Applicants should indicate three reputable referees with their reliable contacts in their CV.
- Certificates from foreign universities should be verified by the Tanzania Commission for Universities (TCU) or National Accreditation Council for Technical Education (NACTE) for foreign non-degree certificates.
- Only qualified candidates will be contacted for further processes.

- The application closing date is 28th February 2025.

How to Apply

Please submit to hr@tcb.go.tz with the subject “Cotton Textile Coordinator.”

OR

Applications should be posted or hand-delivered to:

**Director General
Tanzania Cotton Board
Regional Drive Road
P.O. Box 61
Mwanza**

Applications will be considered on a rolling basis as they are submitted.
Early application submission is strongly encouraged.