
EMPLOYMENT OPPORTUNITIES 25TH FEB, 2017.

Tanzania Leaf Tobacco Company Ltd (TLTC) invites applicants from suitably qualified candidates to fill the following Positions for Upcountry Agronomy Operations.

1. LOGISTICS MANAGER

Managing and providing administrative support in the regions, data processing activities and transporters to ensure smooth railhead operations, timely clearance of market centres and safe movement of purchased Tobacco to railheads for onward transportation to Morogoro.

Roles and responsibilities.

- Manage logistics section,
- Rail head and market centres management,
- Align shipping officers with field staff, transporters and railhead supervisors for smooth transportation of tobacco,
- Tracking and controlling truck movements in all areas of Tobacco movement,
- Train all staff involved on market operations,
- Reporting on the tobacco purchase, shipment and stocks at the railheads,
- Ensure safety and security at the railheads,
- To perform all SHE functions

Reporting

The job incumbent will be directly reporting to the Operations and Logistics Manager and the incumbent will be based in Tabora.

Qualification and experience

- At Least Advanced Diploma in Transport Management, Business Management/Logistics
- At least 5 years' experience in similar position/environment

2. ASSISTANT LOGISTICS MANAGER

Assisting Logistics Manager to manage and provide administrative support in the regions, data processing activities and transporters to ensure smooth railhead operations, timely clearance of market centres and safe movement of purchased Tobacco to railheads for onward transportation to Morogoro.

Roles and responsibilities.

- Assist in managing logistics section,
- Rail head and market centres management,
- Align shipping officers with field staff, transporters and railhead supervisors for smooth transportation of tobacco,
- Tracking and controlling truck movements in all areas of Tobacco movement,

- Train all staff involved on market operations,
- Reporting on the tobacco purchase, shipment and stocks at the railheads,
- Ensure safety and security at the railheads,
- To perform all SHE functions

Reporting

The job incumbent will be directly reporting to Logistics Manager and the incumbent will be based in Tabora.

Qualification and experience

- At least Diploma in Business Management/Logistics
- At least 3 years' experience in similar position/environment

3. DATA PROCESSING MANAGER

To ensure effective data management which includes capturing, backing up and reconciliation of purchased tobacco and data relating to Agronomy/Forestry activities.

Roles and responsibilities

- To ensure Data base and software updated
- To ensure export and importation of files
- To ensure data back up and data accessibility
- To ensure capturing of markets in the regions is done within specified time
- To ensure server maintenance for CCR and IFAS
- To ensure PS debts are reconciled and updated
- To prepare reconciled tobacco purchases per PS
- To perform all SHE functions

Reporting

The job incumbent will be directly reporting to Head of ALP, GAP and Agronomy Data Services and the incumbent will be based in Tabora.

Qualification and experience

- First degree in Business Management
- At least 5 years' experience in similar position/environment

4. ASSISTANT DATA PROCESSING MANAGER

To assist Data processing manager in managing the data section.

Roles and responsibilities

- To supervise all Regional Data Processing activities
- To receive and check tobacco payments reports
- To export and import replication files
- Database and software updating
- Preparation of tobacco payments for all Ps
- Maintain loan recovery
- Reconciliation of tobacco purchases
- To perform all SHE functions

Reporting

The job incumbent will be directly reporting to Data Processing Manager and the incumbent will be based in Tabora.

Qualification and experience

- Diploma in Business Management
- At least 4 years' experience in similar position/environment

5. SHIPPING OFFICER (5 POSITIONS)

To administer marketing preparations and removal of purchased tobacco bales in the field

Roles and responsibilities

- To supervise market preparations
- Checking of bales arrived at rail heads
- Reconciliation with PS/transporter per sale
- Establish bale and weight variance
- Prepare reports on sales, clearance, demurrage, lost bales and weight variance
- To control and monitor purchased tobacco bales and weight variance
- To perform all SHE functions

Reporting

The job incumbent will be directly reporting to Assistant Logistics Manager and the incumbent will be based in Tabora, Kahama, Mpanda, Urambo and Chunya – one each.

Qualification and experience

- Diploma in Materials Management/Logistics
- At least 3 years' experience in similar position/environment

6. RAIL HEAD SUPERVISOR (9 POSITIONS)

To manage the rail head operations from bailing, tobacco dispatching and documentation.

Roles and responsibilities

- To receive and check TF and seals
- To issue TF and supervise RH team
- To check shipping document on receipt of tobacco from market centres and on dispatch of bales to Morogoro
- To control shortage of tobacco bales/kgs and reporting any variance
- To prepare truck receiving and dispatching report
- To dispatch tobacco from go downs to rail heads and factory
- To perform all SHE functions

Reporting

The job incumbent will be directly reporting to Shipping Officer and the incumbent will be based in Tabora, Kahama, Mpanda, Urambo and Chunya rail heads.

Qualification and experience

- Diploma in Materials Management/Logistics
- At least 3 years' experience in similar position/environment

7. ASSISTANT RAILHEAD SUPERVISOR (7 POSITIONS)

To assist rail head supervisor in managing railhead activities

Roles and responsibilities

- To supervise cleaning the incoming/outgoing trucks
- To dispatch tobacco from go downs to rail heads and factory
- To ensure proper stacking of tobacco bales at rail head
- To report any shortages of tobacco bales/kgs
- To train market centre clerks and rail head staff on marketing operations
- To perform all SHE functions

Reporting

The job incumbent will be directly reporting to Rail head Supervisor and the incumbent will be based in Tabora, Kahama, Mpanda, Urambo and Chunya rail heads.

Qualification and experience

- Certificate in Materials Management/Logistics
- At least 3 years' experience in similar position/environment

8. SHIPPING CLERK (5 POSITIONS)

To administer shipping documentation and reports consolidation in the regions.

Roles and responsibilities

- To ensure proper filing of documents
- To assist shipping officer on preparation of reports
- To liaise with RH Supervisors/MC Clerks on all TFs issued to transporter for accurate tobacco transportation
- Preparation of transport forms
- To perform all SHE functions

Reporting

The job incumbent will be directly reporting to Shipping Officer and the incumbent will be based in Tabora, Kahama, Mpanda, Urambo and Chunya – one each.

Qualification and experience

- Certificate in Materials Management/Logistics
- At least 3 years' experience in similar position/environment

9. REGIONAL DATA PROCESSING SUPERVISOR (5 POSITIONS)

To administer tobacco markets data processing.

Roles and responsibilities

- To supervise data capturing in the regions
- To supervise proper handling of farmers, PSs, tobacco sales records in the system
- To supervise reconciliation of tobacco purchases and shipments data
- Preparation of markets document
- Preparation of evaluation documents
- To perform all SHE functions

Reporting

The job incumbent will be directly reporting to Assistant Data Processing Manager and the incumbent will be based in Tabora, Kahama, Mpanda, Urambo and Chunya – one each.

Qualification and experience

- Diploma in Business Management
- At least 4 years' experience in similar position/environment

10.REGIONAL SECRETARY (4 POSITIONS)

To perform secretarial activities in the regions.

Roles and responsibilities

- To attend customers and visitors
- To sort papers/documents and filing
- To receive and direct internal and external mails
- Dispatches out going mails, invoices etc.
- To perform all SHE functions

Reporting

The job incumbent will be directly reporting to Division Manager and the incumbent will be based in Tabora, Mpanda, Urambo and Chunya – one each.

Qualification and experience

- Certificate in secretarial course/Records Management
- At least 2 years' experience in similar position/environment

11.COMPUTER OPERATOR (9 POSITIONS)

To ensure accurate data processing, reconciliation and documentation.

Roles and responsibilities

- To capture data on IFAS/SAGE/CCR
- To prepare markets documents
- Maintain individual farmer's debts on the system
- To reconcile tobacco purchases on both systems CCR/IFAS
- To perform all SHE functions

Reporting

The job incumbent will be directly reporting to Regional Data Processing Supervisor and the incumbent will be based in Tabora, Kahama, Mpanda, Urambo and Chunya – one each.

Qualification and experience

- At least Certificate in Computer
- At least 2 years' experience in similar position/environment

12.RECONCILIATION CLERK (5 POSITIONS)

To check the accuracy of data captured in the computer

Roles and responsibilities

- To verify all data captured by computer team
- To identify any shortfall for rectification,
- Return to computer team any PCN for rectification
- To ensure reconciliations are done with PS leaders
- To perform all SHE functions

Reporting

The job incumbent will be directly reporting to Regional Data Processing Supervisor and the incumbent will be based in Tabora, Kahama, Mpanda, Urambo and Chunya – one each.

Qualification and experience

- Certificate in Business Administration

- At least 4 years' experience in similar position/environment

13. STORES CLERK (5 POSITIONS)

To issue stocks from store to all departments, maintenance and storage of stocks.

Roles and responsibilities

- To receive items purchased from suppliers
- To make physical count of items received
- Records all items received and issued in the store
- To monitor stock levels of different items in all divisions
- To perform all SHE functions

Reporting

The job incumbent will be directly reporting to Financial Controller Agronomy and Inputs and the incumbent will be based in Tabora, Kahama, Mpanda, Urambo and Chunya – one each.

Qualification and experience

- Certificate in Procurement/Material and Supply Management.
- At least 2 years' experience in similar position/environment

HOW TO APPLY

Confident candidates who meet the above outlined criteria, should apply in writing to the undersigned enclosing fully typed curriculum vitae and photocopies of certificates and testimonies through **email: recruitment.tlhc@ulitanz.com**. All applications should be submitted within 7 days from the date of this advertisement.

Or can be delivered by hand to

**SENIOR HUMAN RESOURCES OFFICER
TANZANIA LEAF TOBACCO COMPANY LTD.
P.O BOX 1510
TABORA**