

CEZOSOPA

Vacancy No. CEZOSOPA/2013/01

1. Background of the Association	The Central Zone Sunflower Oil Processors Association (CEZOSOPA) was formed in 2007 under the Societies Ordinance (CAP 337 (Revised). The main objectives of the Association are to advocate for better business environment for sunflower oil processors in Dodoma region and enhance competitiveness of member processors.
2. Vacancy Title	Technologist Cum Administrative Officer
3. Location	Dodoma town
4. Terms	Contract (Initially 3 months, may be renewed)
5. Average Work Hours	40 hours per week
6. Salary	Competitive salary
7. Accountability and Supervision	To be directly accountable to the Chairperson of the Association
8. Main Duties	1. To ensure that effective channels of communication are maintained within and beyond the Association 2. To manage the Association's accounts 3. To organise a range of networking opportunities for all members a) Liaise with development partners regarding initiatives aimed at supporting CEZOSOPA members b) Organise all aspects of meeting sessions 4. Support member processors in the implementation of best manufacturing practices 5. To undertake any other duties as directed by the Leadership of the Association.
9. Person Specification	1. Diploma or higher in food science related discipline 2. Proficient written, numerical and verbal skills 3. Fluency in both English and Swahili languages 4. Ability to record, interpret and analyse edible oil process data. 5. Proficient in the use of MS Office tools 6. Thoughtful team member who lives the core values of CEZOSOPA – respect, integrity, excellence, innovation, teamwork and accountability 7. Ability to work cross functionally and meet deadlines 8. Understanding of Food Safety and Quality Management Systems 9. Skills in applying relevant Food Process Technology and underlying scientific principles 10. Administrative and financial management skills
10. Conflict of interest	You are expected to declare any interests which might conflict with the aims, objectives and/or core values of the Association.
11. Application Process	If you think you have the necessary skills, ability, drive and enthusiasm, we would like to hear from you. Send your CV and a supporting letter which describes your suitability for the post to the Chairperson at cezosopa@gmail.com by Monday 6th January 2014. Shortlisted applicants will be invited to interview before 10th January 2014. Successful applicant should be willing to start duty by 15th January 2014.