



DULUTI OPTIMA & GENERAL SERVICES LTD

Offices: MeruFarm House, Plot 350, 23306 Mavinuni-Akheri, Arumeru, P.O. Box 135, Duluti, Arusha:
Darajani Motel Complex Plot 143,25410 South Koboko, P.O.Box 215 Siha Kilimanjaro. **Contacts:**
info@dulutioptima.com, merufarmhouse@gmail.com. Cellphones: +255 764 101 435 / +255 755 485 521

Job Title: Operations & Executive Support Officer- Migude Green Farms

Location: [Tanzania - Coastal & Northern Zones]

Employment Type: Full-Time Pending Successful Probation

Reports To: Managing Director / Board of Directors

Company Overview

Migude Green Farms is a leading producer of natural dairy products, including fresh milk, fermented milk, and innovative yogurt products like chia yogurt. Rooted in sustainability and community health, we operate in both food production and diversified ventures such as real estate, rentals, and hospitality through Duluti Optima. We are committed to excellence, safety, and nurturing a healthier future for all.

Position Summary

Our operations in Dar es Salaam and Kilimanjaro seek a proactive and detail-oriented Operations & Executive Support Officer to manage a diverse range of responsibilities across marketing, production and quality control, administration, and executive support. This role is ideal for a dynamic individual with a passion for sustainable living and cross-functional leadership.

Key Responsibilities

Marketing

- Develop and implement marketing strategies for all dairy and organic product lines.
- Manage content for digital platforms including social media and the company website.
- Organize product promotions, events, and outreach campaigns.
- Monitor market trends and provide competitive analysis.

Production & Quality Control

- Assist production teams in maintaining high standards of quality and hygiene.
- Ensure compliance with TFDA food safety guidelines and company protocols.
- Participate in quality audits, inspections, and improvement projects.
- Maintain documentation related to product standards and packaging.

Administration

- Manage day-to-day administrative operations, including scheduling and filing.
- Maintain compliance and business documentation.
- Coordinate procurement and manage supply inventory.
- Support internal communication and workflow between farm and office.

Board and Executive Support

- Prepare reports, presentations, and official documents for board use.
- Organize board meeting logistics and maintain accurate minutes.
- Assist with project tracking and stakeholder communication.
- Support Duluti Optima's operations in real estate, housing, healthcare, and education.

Qualifications

- Bachelor's degree in Business Administration, Marketing, Food Science, Environment & Health or a related field.
- Minimum 3 years' experience in a multi-functional role.
- Excellent organizational and communication skills.
- Proficient in Microsoft Office, digital platforms, Social Media and basic design tools.
- Experience in food production or agriculture is an advantage.

Key Competencies

- Strong multitasking and time-management skills
- Excellent written and verbal communication
- Attention to detail and accuracy
- Discretion and professionalism
- Adaptability in a fast-paced environment

Benefits

- Competitive salary commensurate with performance
- Opportunities for growth and training
- Purpose-driven and collaborative workplace
- Involvement in sustainable and community-focused initiatives

To Apply:

Please send your CV and cover letter, and three verifiable references to:
merufarmhouse@gmail.com by 15th June 2025

@Migude Green farms #Nurturing Nature, Nourishing Lives!