



**Ref/TAN/Vac/2025/01**

Tanganyika Instant Coffee Co. Ltd (TANICA), based in Bukoba Municipality, Kagera Region, has been an experienced producer of Instant Coffee in Tanzania since 1963. TANICA invites Tanzanian applicants with suitable qualifications and experience to fill the following available vacancies:

**1. JOB TITLE: General Manager – 1 Post**

**Salary Scale:** TS 6

**Reports to:** Board of Directors

**Duties and Responsibilities:**

- To be overall in charge of the day-to-day activities of the company.
- To provide strategic leadership and operational direction of the company.
- To supervise, monitor, and evaluate performance of heads of departments and divisions.
- To implement directives of the Board of Directors pursuant to company objectives.

- To provide management information to the Board of Directors in a timely manner and to advise a way forward on strategic issues.
- To plan, direct, and control all operations and activities of the company so as to ensure efficiency and accountability.
- To ensure that all products of prescribed quality are manufactured in the most economic manner, marketed, and delivered in the required quality, quantity, and on time.
- To ensure that the company resources (human, financial, and physical) are nurtured, developed, managed, and harnessed optimally in accordance with the approved budget.
- To ensure that policies, procedures, and all relevant laws and regulations are adhered to by the company.
- To be the Secretary to the Board.
- To perform any other duties as may be assigned by the Board of Directors

**Qualifications and Experience:**

- Must be a holder of at least a Bachelor's Degree from a recognized academic institution in Industrial Engineering, Chemical and Processing Engineering, Mechanical Engineering, Finance, Economics, or Business Administration, with 5 years' experience in managerial positions. Possession of a Master's Degree in Business Administration will be an added advantage.
- Experience in the manufacturing industry will be preferable.

- Must be at least 45 years of age.
- Must be a person of high levels of integrity.

## **2. JOB TITLE: Finance Manager – 1 Post**

**Salary Scale:** TS 5

**Reports to:** General Manager

### **Duties and Responsibilities:**

- To be responsible for supervising all activities of the accounting department.
- To be the Chief advisor to the Management and the Board of Directors on all financial matters of the company.
- To prepare Monthly, Quarterly, and Annual Financial Reports.
- To prepare and remit all statutory returns.
- To maintain high levels of accounting standards at all times.
- To ensure that all expenditures are within the approved budget.
- To design and implement financial internal controls.
- To perform any other duties as may be assigned by the General Manager.

### **Qualifications and Experience:**

- Must be a holder of a Bachelor's Degree from a recognized and reputable academic institution in Accounting, Finance, Accounting and Finance, Business Administration in Accounting, or its equivalent.

- Must be a holder of Associate/Fellow CPA(T) or ACCA.
- Must be registered with the National Board of Accountants and Auditors (NBAA).
- Five (5) years' work experience in similar functions.
- Must be at least 35 years of age.
- Must be a person of high levels of integrity.

### **3. JOB TITLE: Human Resource and Administration Manager - 1 Post**

**Salary Scale:** TS 5

**Reports to:** General Manager

#### **Duties and Responsibilities:**

- To be the overall in charge of the Human Resource & Administration Department.
- To advise the General Manager on all Human Resources management and development matters.
- To develop and review human resource policies and procedures.
- To maintain the work structure by updating organization structure, job requirements, and job descriptions for all positions.
- To support heads of departments on recruitment processes.
- To draft new and renewed contracts and other personnel-related issues.
- To develop, manage, and implement employee compensation and benefits programs.
- To coordinate Health, Safety, and employee welfare issues.

- To manage disciplinary process day-to-day.
- To ensure compliance with all applicable labor laws and regulations.
- To coordinate performance management process.
- To administer compensation and pension schemes for employees.
- To be the custodian of employee's personal records.
- To manage human capital development aspects as well as career development.
- To be the custodian of the company's assets.
- To perform any other duties as may be assigned by the General Manager.

**Qualifications and Experience:**

- Must be a holder of a Bachelor's Degree from a recognized and reputable academic institution in Human Resource Management, Public Administration, Sociology, or Law.
- Five (5) years' work experience in similar functions.
- Must be at least 35 years of age.
- Must be a person of high levels of integrity.

**4. JOB TITLE: Marketing Manager – 1 Post**

**Salary Scale:** TS 5

**Reports to:** General Manager

**Duties and Responsibilities:**

- To be overall in charge of the Marketing Department.
- To coordinate and supervise distribution centers.
- To perform market analysis trends and advise on feasible marketing strategies.
- To formulate marketing policies and strategies.
- To liaise with both local and international customers by taking into account customer preferences.
- To prepare sales and marketing reports for Management and the Board of Directors.
- To perform any other duties as assigned by the General Manager.

**Qualifications and Experience:**

- Must be a holder of a Bachelor's Degree from a recognized and reputable academic institution in Commerce, Business Administration, or Marketing.
- Possession of an MBA will be an added advantage.
- Five (5) years' work experience in similar functions.
- Must be at least 35 years of age.
- Must be a person of high levels of integrity.

**5. JOB TITLE: Chief Internal Auditor – 1 Post**

**Salary Scale:** TS 5

**Reports directly to:** Board of Directors and administratively to the General Manager

### **Duties and Responsibilities:**

- To prepare and implement the Annual Audit Plan.
- To evaluate and examine policies, procedures, and systems to safeguard the resources of the company.
- To ensure that accepted accounting and auditing principles and policies are followed.
- To evaluate the effectiveness of internal accounting procedures, operating systems, and internal controls.
- To identify, assess, and inform management on mitigation of business risks.
- To perform any other duties as may be assigned by the Board of Directors.

### **Qualifications and Experience:**

- Must be a holder of a Bachelor's Degree from a recognized and reputable academic institution in Accounting or Auditing.
- Must have Professional Accounting Qualifications such as CPA(T), ACCA, ACA.
- Must be registered with National Board of Accountants and Auditors (NBAA).
- At least three (3) years' work experience in similar functions.
- Must be at least 35 years of age.
- Must be a person of high levels of integrity.

## **6. JOB TITLE: Planning Manager – 1 Post**

**Salary Scale:** TS 5

**Reports to:** General Manager

### **Duties and Responsibilities:**

- To perform economic research and analysis on inflation, trade, and other macroeconomic indicators to inform policy decision.
- To assist in policy formulation and implementation that promote growth, sustainability, and social welfare.
- To prepare the Annual Budget in consultation with heads of departments.
- To monitor the company's economic performance trends.
- To collaborate with all departments to ensure that planning goals align with the company's economic objectives.
- To ensure long and short-term economic goals align with sustainable development principles.
- To provide expert advice on economic issues, potential risks, and opportunities.
- To perform any other duties as may be assigned by the General Manager.

### **Qualifications and Experience:**

- Must be a holder of a Bachelor's Degree from a recognized and reputable academic institution in Economic Planning, Statistics, and any other related qualifications.



- At least three (3) years' work experience in similar functions.
- Must be at least 35 years of age.
- Must be a person of high levels of integrity.

## **7. JOB TITLE: Human Resources and Administration Officer – 1 Post**

**Salary Scale:** TS 4

**Reports to:** Human Resource and Administration Manager

### **Duties and Responsibilities:**

- To assist the recruitment processes.
- To run payroll.
- To advise HR & Admin Manager on general staff issues, i.e., training needs and assessments.
- To assist HR & Admin Manager in processing and tracking employment contracts, job applications, and other related functions.
- To assist in the performance appraisal process.
- To prepare and update briefing/induction packages for new staff and oversee/coordinate the induction process.
- To perform any other duties as may be assigned by the head of department.

### **Qualifications and Experience:**

- Must be a holder of a Bachelor's Degree from a recognized and reputable academic institution in Human Resources Management, Public Administration, or Equivalent Qualification.
- At least three (3) years' work experience in similar functions.
- Knowledge of labor laws and regulations.
- Must be a person of high levels of integrity.

#### **8. JOB TITLE: Production Supervisor – 1 Post**

**Salary Scale:** TS 3

**Reports to:** Production Superintendent

#### **Duties and Responsibilities:**

- To assist in coordinating production activities.
- To supervise production shifts in various production centers.
- To ensure the quality of the produce is maintained.
- To ensure the production target is met.
- To ensure factory maintenance schedules are adhered to.
- To work in conformity with the Food Safety Management System.
- To perform any other duties as may be assigned by the Production Superintendent.

#### **Qualifications and Experience:**

- Possession of at least a Diploma in Food Science and Technology or a related field.
- At least three (3) years' work experience in similar fields.

- Must be a person of high levels of integrity.

## **9. JOB TITLE: Assistant Accountant – 1 Post**

**Salary Scale:** TS 3

**Reports to:** Financial Accountant

### **Duties and Responsibilities:**

- To assist in controlling, maintaining, and preparing accounts up to trial balance.
- To assist in preparing reports on performance and costs.
- To assist in preparing financial statement summaries, Final Accounts, and Balance Sheet.
- To assist in preparing periodical financial statement of revenue and expenditure.
- To perform bank, debtors, and creditors reconciliation to certify their accuracy.
- To perform any other duties as may be assigned by the Financial Accountant.

### **Qualifications and Experience:**

- Holder of at least a Diploma in Accountancy, Finance, or other related qualifications.
- At least three (3) years' work experience in similar positions.
- Must be a person of high levels of integrity.

## **10. JOB TITLE: Assistant Procurement Officer – 1 Post**

**Salary Scale:** TS 3

**Reports to:** Procurement Officer

### **Duties and Responsibilities:**

- To assist in the procurement process for materials, supplies, and services.
- To analyze invoices to ensure accurate product delivery and pricing.
- To maintain and update supplier information such as qualifications, delivery times, and product ranges.
- To assist in controlling and supervising warehouses.
- To assist in monitoring stock levels and overseeing the movement of incoming and outgoing goods.
- To assist in preparing and processing purchase orders and purchase requisitions.
- To monitor the performance of suppliers, assessing their ability to meet quality and delivery requirements.
- To ensure compliance with procurement policies and procedures.
- To assist in inventory management and control.
- To assist in preparing reports on purchases, including cost analysis.
- To perform any other duties as may be assigned by the Procurement Officer.

### **Qualifications and Experience:**

- Holder of at least a Diploma in Procurement and Supply Chain Management, Logistics Management, or related qualifications.
- Must be registered by the Procurement and Suppliers Professional and Technician Board (PSPTB).
- At least three (3) years' work experience in similar functions.
- Must be a person of high levels of integrity.

## **11. JOB TITLE: Warehouse Clerk – 1 Post**

**Salary Scale:** TS 2

**Reports to:** Warehouse Officer

### **Duties and Responsibilities:**

- To assist in all clerical and accounting functions, including maintaining stores records, posting receipts, and issues as per laid-down procedures.
- To work in conformity with the Food Safety Management Systems.
- To perform any other duties as may be assigned by the Warehouse Officer.

### **Qualifications and Experience:**

- Must be a holder of the General Certificate of Secondary Education (GCSE) with at least a certificate in Stores Management or equivalent.
- At least two (2) years' work experience in similar functions.

## **12. JOB TITLE: Machine Operator – 2 Posts**

**Salary Scale:** TS 2

**Reports to:** Production Supervisor

### **Duties and Responsibilities:**

- To ensure the machines are regularly checked and cleaned before the production begins.
- To monitor and control the machine performance and settings.
- To regularly conduct tests of the machine's performance and operating capacity.
- To feed raw materials into machines.
- To keep an updated database on all of the machine's information, defective units, and final products of a particular production batch.
- To maintain logbooks of the production activity and regularly submit operation reports.
- To perform any other duties as may be assigned by the Supervisor.

### **Qualifications and Experience:**

- Must be a holder of the General Certificate of Secondary Education (GCSE) with at least a certificate in mechanical, electrical, operation, or related qualifications.
- At least two (2) years' work experience in similar functions.

**Mode of Application:**

This is Full-time Job, All applications attached with certified copies of all relevant certificates as well as an updated CV including two referees should be addressed to:

**The Chairman,  
Board of Directors,  
Tanganyika Instant Coffee Public Limited Company,  
Custom Road, Forodhani Street,  
Bukoba-Tanzania**

Email: [boardofdirectors@tanicafe.co.tz](mailto:boardofdirectors@tanicafe.co.tz)

Copy to: [mrjais.kagera@ushirika.go.tz](mailto:mrjais.kagera@ushirika.go.tz)

**General Information:**

- All applications must be submitted electronically as per email addresses provided above.
- All application documents should be in a single PDF file.
- All applications should be received on or before **5th February, 2025**.
- All shortlisted applicants will be contacted for an interview.