



1. JOB TITLE: Payroll Administrator - 1 Position

Job Purpose

The successful candidate will be responsible for the preparation and processing of the payroll in accordance with company policies, processes and procedures using the appropriate IT payroll systems.

Specific Duties and Responsibilities:

- Prepare relevant payroll files for payment of salaries and wages in accordance with country legislation requirements
- Process all payroll related transactions including overtime payments, advances, deductions, Loans, allowances, benefits and leave
- Complete remittance and prepare requisitions and submit for authorization and payment (i.e. NSSF, PAYE, Gratuity, Unions etc.)
- Assist with the gathering of supporting data and information for audits, payroll related reconciliations, and interfaces to ensure that all control accounts are reconciled to the general ledger balances on monthly basis.
- Drive coordination between payroll and relevant functions (i.e. HR, Kronos, Canepro, etc.) to ensure proper flow and maintenance of employee data
- Prepare month-end journals, recons, and payroll related reporting e.g. expense claims, overtime, leave balances, head count, analytical review and month end report
- Update issues register at month end and Create GL interfaces for the entity
- Process staff reimbursements and advances and petty cash payments
- Coordinate changes and updates to the payroll master file once approved.
- Update payroll master file with accurate information
- Authorize, communicate and coordinate all parameter changes and updates to the payroll master.
- Maintenance/Payments of retirees (resignations, death and retirees)
- Handle payroll queries/requests and escalate as required
- Assist the Payroll Manager with day-to-day payroll task planning and special projects.

Job Qualification and Experience

- Bachelor's degree in accounting/finance

- At least 1 year working experience in Accounting or Finance role
- Prior experience in payroll duties will be an added advantage
- Excellent communication skills
- Creative, innovative and team working skills

Terms of Service: The successful candidate will be engaged on a Permanent Contract.

All interested candidates, who meet the above requirements should apply for the position on or before 17th March 2025.

Kilombero Sugar Company Limited is an equal opportunity employer. Women and people with disability are highly encouraged to apply.

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2. JOB TITLE: Credit Administrator - 1 Position

Job Purpose

The successful candidate will be responsible for the control of debtor's accounts in specific areas' book and maintains them within specified objectives. Ensure the timeous collection of funds through continuous customer liaison and the management of customer queries and claims.

Specific Duties and Responsibilities

- Ensures maximum cash flow benefit accrues to the company by continuously liaising with customers to secure payment within the payment term as set by the management.
- Estimate daily cash flow by liaising with customers and provide accurate details of anticipated collection.
- Analyses customer payment when receiving by checking remittance advise for any discrepancies from invoice and ensure all documents for claims deducted have been received.
- Process all approved rebates that are received from commercial team.
- Ensure communication with customer so that allocated account is kept within objective.

- Contacts customer to discuss erroneous items which have been short paid and resolve this item to the satisfaction of both parties.
- Provide courteous and efficient service to the customer by ensure requests for copy invoices, statement or proof of delivery are handled promptly.
- Checks allocated accounts and resolve differences to ensure credit due have been passed timeously and all queries are being investigated.
- Ensure all notes relating to specific invoice, short payment or claims are recorded accurately and promptly against the account.
- liaise with major customers on an ongoing basis in an endeavor to resolve claims.
- A Formal reconciliation must be done for the relevant accounts on an agreed periodic basis Daily, weekly or monthly depending on the account.
- Prepare and distribute customer sundry Invoice and statements including all relevant supporting documentation (I.e. debit and credit notes)
- Ensure that all documentation is filed on ECM in their respective folder.

Job Qualification and Experience

- Bachelor's degree in Accountancy, Business Administration or equivalent
- Minimum 3 years working experience working in finance environment.
- Details process and analytical ability
- Strong verbal/ analytical reasoning ability

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3. JOB TITLE; Transporter Payments Administrator - 2 Positions

Job Purpose

The successful candidate will be responsible for supporting the implementation of the Outbound Logistics Way and related standards to optimise Outbound Logistics

services.

Specific Duties and Responsibilities

- Support embedding of best practices, minimum standards, policies, processes, tools, technology and enablers through the Outbound Logistics and Sales Way and capability development strategy
- Reconcile PODs and update daily into SAP to ensure no delays in transporter payments
- Check and reconcile supplier statements / invoices / accompanying documentation against the rates schedule, service and performance, and confirm payments due
- Flag and escalate any discrepancies on PODs / invoices / statements
- Generate online PR requisitions and PR when the initial payment process begins, and submit invoices timeously to Finance
- Follow up with Finance on payments completed to ensure compliance with payment agreements and maintain supplier relationships and service
- Identify and implement opportunities for improvement in Order to Cash processes and customer service delivery
- Promote and adhere to Kilombero's procedures, policies and guidelines, including, without limitation, those relating to SHERQ, Competition Law and Anti-Bribery and Corruption (ABC).

Job Qualification and Experience

- Bachelors degree or Diploma in Business Administration, Finance or equivalent
- 2-3 years' experience in a finance administrative role, with experience in creditors / debtors and the ability to perform financial reconciliations preferable
- Knowledge of accounting packages
- Strong numeric ability with attention to detail and accuracy; ability to use Excel and Transport Management Systems; communication skills; methodical with good time management

Terms of Service: The successful candidate will be engaged on a Permanent contract.

All interested candidates, who meet the above requirements, please apply for the position on or before 16th March 2025. Only shortlisted candidates will be contacted.

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4. Order To Cash Administrator - 2 Positions

Job Purpose

The successful candidate will be responsible for supporting the implementation of the Outbound Logistics and Sales Ways and related standards to optimize the Order to Cash process.

Specific Duties and Responsibilities

- Support embedding of best practices, minimum standards, policies, processes, tools, technology and enablers through the Outbound Logistics and Sales Way and capability development strategy
- Provide information to new customers on queries and applications, and co-ordinate the customer application and approval process
- Process customer orders on the nominated order date (NOD) through adherence to the procedure, and working closely with Sales, Finance and Logistics (Planning and Execution) to ensure effective order delivery on the nominate delivery date (NDD)
- Flag issues regarding inventory or customer account status to the relevant functions for action to expedite orders
- Proactively canvas and influence orders to optimize delivery loads, increase sales and maximize revenue options
- Create stock transfer orders for DC replenishment in the system, (if required and in the absence of a Logistics Planner, or as required by the Warehouse Manager)
- Identify and implement opportunities for improvement in Order to Cash processes and customer service delivery
- Promote and adhere to Kilombero's procedures, policies and guidelines, including, without limitation, those relating to SHERQ, Competition Law and Anti-Bribery and Corruption (ABC).

Job Qualification and Experience

- Bachelor's degree or Diploma in Business, Logistics or Supply Chain Management
- 1-2 years' experience in a customer service environment, with knowledge of the Outbound Logistics process and the FMCG customer environment
- Strong customer centric orientation; professionalism with good communication skills, and the ability to influence both customers and internal functions, attention to detail and good administrative skills
- ERP and Excel understanding would be an added advantage

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5. JOB TITLE: Logistics Planner - 1 Position

Job Purpose

The successful candidate will be responsible for supporting the implementation of Kilombero Logistics Ways and related standards to optimise Outbound Logistics operations of Country.

Specific Duties and Responsibilities

- Support embedding of best practices, minimum standards, policies, processes, tools, technology and enablers through the Logistics Way and capability development strategy
- Analyse and draw insights / planning data from SAP S4 other data sources (e.g. Sales Orders, Transfer Orders, Stock in Transit from Regional Contracts and Monthly Shipping Plans)
- Contribute to planning on all transport & logistics systems to meet long term plans, ensure continuity/efficiency
- Optimize the use of logistics assets (equipment, materials, people), to effectively plan the outbound logistics execution
- Liaise with Warehouse Manager and Customer Service Centre to determine total daily and weekly volumes to be delivered from the mill to selected delivery points, be it depots, inland container depot, or to customer
- Plan for daily uplifts according to stock keeping unit (SKU) and storage / delivery destination
- Review and adjust the plan based on changing constraints to ensure that the targets are achieved

- Create transfer orders in the system after receiving the replenishment plan for the Weekly movement to enable sugar to be transferred from the mill to in-country or off-country DC's
- Source and manage transporters, update SO or TO with transporters' information
- Generate and manage the tracking system of all sugar moved from the source warehouse to the destination warehouses
- Manage vehicles in transit and flag vehicles which are overdue
- Confirm space at receiving site for TO stock, clearing and transport teams for the implementation of the plan (and follow up on progress)
- Create PR for transport lane, shipping lines, road freight, boarder clearing for ATL completion
- Liaise with warehouses regarding sugar availability / quality
- Drive benchmarking and continuous improvement analysis to flag gaps and optimise value in function
- Promote and adhere to Kilombero procedures, policies and guidelines, including, without limitation, those relating to SHERQ, Competition Law and Anti-Bribery and Corruption (ABC).

Job Qualification and Experience

- Bachelor's degree or Advanced Diploma in Logistics or Transport Management
- 3 years' experience in transport and logistics within an FMCG environment, including logistics planning, routing and scheduling and reverse logistics, with a focus on transportation and exposure to warehousing.
- Well-developed planning skills; sound verbal and written communication; knowledge of Transport Management systems and proficient in Excel; problem solving ability; customer centric, while still having a cost-conscious focus.
- Knowledge of Sales and Distribution systems is an added advantage
- Exports planning requires experience in shipping / clearing / forwarding

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6. JOB TITLE: Estate Support Services Director – 1 Position

Job Purpose

The successful candidate will manage and embed an optimized portfolio of Estate Support Services department to support employee wellbeing via provision of community services including medical, maintenance and security.

Specific Duties and Responsibilities

- Ensure & review Country minimum standards and processes for provision of medical and education services for employees – where applicable
- Ensure estate maintenance (civils, housing, recreational facilities, village upkeep, provision of water and electricity, wastewater treatment systems) meets standards
- Create alignment on SHERQ requirements and delivery through cross-functional collaboration and communication and ensure compliance with SHERQ statutory and regulatory requirements in country
- Co-ordinate and facilitate the Group Enterprise Risk Management process to ensure estate risks are identified and mitigated
- Act as Custodian and facilitate the management of the Business Continuity Planning process (BCP)
- Establish and manage the Emergency Response Management system in accordance with the Company and Insurer's requirements
- Co-ordinate & manage ABF HSE Assurance processes (including EY and ERM audits)
- Enable operational delivery through functional support and guidance to embed Food Safety and Quality in the culture
- Ensure the establishment and evolution of optimized Estate Support Services is well governed
- Provide guidance to senior leaders on strategies and/or approaches, challenges and solutions for Estate Support
- Manage company properties (leased property, villages and land), social services maintenance contracts and other service suppliers and contracts (including Security & Conservancy management contracts), and ensure these are used for intended purposes

- Manage & coordinate sharing of identified best practices, frameworks & provide additional opportunities for problem identification and knowledge sharing
- Investigate, recommend and implement systems / technology and other enablers that can be consistently applied across Countries
- Ensure all minimum standards/processes are easily accessible and regularly updated on country platforms
- Oversee effective talent and performance management within function
- Initiate and develop the business case for key capital projects, ensuring required outcomes are delivered on
- Ensure emerging threats are identified early & responded to effectively
- Cooperate with civil authorities & emergency responders when an incident occurs
- Ensure enablers are in place to promote success (e.g. systems and processes)
- Identify, monitor and deliver against KPIs to track performance and flag any issues
- Promote and adhere to Illovo's procedures, policies and guidelines, including, without limitation, those relating to SHERQ, Competition Law and Anti-Bribery and Corruption (ABC)

Job Qualification and Experience

- Bachelor's degree in finance, Business, Engineering or Science
- 7 years management experience with 5 years in business optimization or capital expenditure optimization
- Impressive, demonstrable track record and skills/experience gained within a similar position(s), at a similar level

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