



Tobacco Cooperative Joint Enterprises Limited (TCJE) was established under the Cooperative Societies Act No. 6 of 2013 as a Joint Enterprise for the purpose of facilitating the operation of the Tobacco Industry and promoting the economic interests of members. This includes Tobacco Marketing, Agricultural Supplies, and all matters related to the tobacco development of affiliated Secondary Societies in accordance with Cooperative Principles and Practice.

In this regard, the activities of TCJE have specifically expanded. The enterprise now invites applications from suitable, qualified, and skilled individuals to fill the following available vacancies:

1. JOB TITLE: Assistant Accountant - (1 Vacancy - Morogoro)

Nature and Scope

The successful candidate will report to the Chief Accountant. He/She will be responsible for assisting the Chief Accountant in carrying out the enterprise's financial and accounting functions.

Duties and Responsibilities

1. Pre-payment examination of invoices, bills, and all other claims.
2. Receive and keep in proper custody all bills, invoices, and other claims pending payments.
3. Assist the Chief Accountant in preparation of final accounts.
4. Responsible for payroll preparation.

5. Responsible for monthly reconciliation of statutory contributions.
6. Periodic reconciliation of workers' impress retirement.
7. Track expenses and process expense reports.
8. Prepare vouchers and process cheque and cash payments.
9. Maintain cheque payment registers.
10. Prepare and handle petty cash payment documents.
11. Monitor accounts to ensure payments are up to date and assist with month-end closing.
12. Provide supporting documentation for audits.
13. Ensure timely submission of statutory contributions and obligations.
14. Ensure the Fixed Assets Register is up to date and depreciated accordingly.
15. Carry out any other related duties as assigned by the Supervisor.

Qualifications, Knowledge, and Experience

1. Diploma in Accounting, Finance, Business Administration, or related field from a recognized University/Institution.
2. At least two (2) years working experience in reputable institutions.
3. General knowledge in accounting.
4. Proficient in data entry.
5. Computer skills are essential.
6. Ability to work under pressure without compromising accuracy.

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2. **JOB TITLE: Agricultural Extension Officer - (1 Vacancy - Morogoro)**

Nature and Scope

The successful candidate will report to the Operations Manager. He/She will be responsible for providing extension services to clients to obtain the best results in their agricultural production.

Duties and Responsibilities

1. Provide extension education and services to farmers to enhance agricultural production.
2. Assist farmers in making better decisions to increase agricultural production.
3. Advise farmers on saving farming equipment and procedures.
4. Assist farmers to comply with set standards for crop production.
5. Advise on crop quality control.
6. Recommend good crop farming practices.
7. Carry out any other related duties as assigned by the Supervisor.

Qualifications, Knowledge, and Experience

1. Bachelor's Degree in Agriculture or a related discipline from a recognized University/Institution.
 2. At least two (2) years working experience in reputable institutions/organizations.
 3. High degree of integrity.
 4. Good written and communication skills.
 5. Able to communicate in both English and Kiswahili.
 6. Computer skills are essential.
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3. JOB TITLE: Cashier – (1 Vacancy – Morogoro)

Nature and Scope

The cashier will post financial transactions using appropriate computer software, receive and record vouchers, cash, and checks, and assist the accounting department with accounting and clerical duties.

Duties and Responsibilities

- Organize and process financial transactions.
- Prepare month-end reports.
- Maintain financial filing systems.
- Manage accounts payable.
- Prepare invoices for clients.
- Prepare bank deposits.
- Post financial transactions using appropriate software.
- Receive and record vouchers, cash, and checks.
- Check accuracy in reports, figures, and postings.
- Reconcile and report discrepancies.
- Assist with tax payments and filing.
- Maintain a financial filing system.
- Protect the organization's value by keeping information confidential.

Qualifications, Knowledge, and Experience

1. Certificate in Accounting, Finance, Business Administration, or related field from a recognized University/Institution.
2. At least two (2) years working experience in the related field is preferred.
3. General knowledge in accounting.

4. Proficient in data entry.
 5. Computer skills are essential.
 6. Ability to work under pressure without compromising accuracy.
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4. JOB TITLE: Driver – (2 Vacancies – Morogoro)

Nature and Scope

The successful candidate will be responsible for driving the Enterprise's motor vehicle and ensuring it is properly handled.

Duties and Responsibilities

1. Drive and maintain the Enterprise's motor vehicle.
2. Keep custody of the service schedule and ensure regular servicing and cleanliness of the vehicle.
3. Carry out regular vehicle inspections, rectify minor defects, and report major faults.
4. Verify repairs undertaken on the vehicle.
5. Maintain the car logbook and record all movements accurately.
6. Ensure the vehicle's security is safeguarded at all times.
7. Perform any other duties as may be assigned by the Supervisor.

Qualifications, Knowledge, and Experience

1. Certificate of Secondary Education.
2. Valid driving certificate from a recognized institution.
3. Good communication skills in English and Swahili.
4. Valid driving license, VIP class preferred.

5. At least two (2) years relevant work experience in reputable institutions.
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Mode of Application and Deadline

Tobacco Cooperative Joint Enterprises Limited is an equal opportunity employer. Qualified candidates should apply in writing to or lodge their applications at the address shown below, enclosing:

1. Application letter showing how they meet the requirements of the position.
2. An up-to-date Curriculum Vitae.
3. Contacts stating name in full, telephone numbers, and e-mail addresses.
4. Copies of relevant certificates.
5. Names and full contacts of three (3) referees.

Closing Date

Applications should reach the undersigned no later than 23:59 EAT on Friday, 4th April 2025.

Contact Information

General Manager,
Tobacco Cooperative Joint Enterprises Limited,
Plot No. 15, Block H, Modeco Road, P.O. Box 1227,
Morogoro.

Email: tcjetobacco@tcje.co.tz