



24.03.2023

JOB ADVERTISEMENT

AT KAGERA COOPERATIVE UNION (1990)LTD

KCU (1990) Ltd, a Cooperative Institution based in Kagera Region and operating in three Districts of Bukoba, Muleba and Misenyi has Employment Opportunity as follows: -

1. ICT OFFICER – ONE POST.

Qualification and experience.

- Holder of a Bachelor in Information Technology, Computer Science Information System or equivalent.
- Demonstrated knowledge in accounting is preferred.
- Must be fluent in both English and Swahili language.
- Must be a Tanzanian.
- Age should not be above 45 years.
- Experience; Not below 2 years working experience in the same field.

Duties and Responsibilities.

- Running regular checks on network and data security
- Overseeing and determining timeframes for major IT projects including system updates upgrades migrations and outages.
- Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
- Aligning IT infrastructure with the current and future business requirements and goals.
- Supervising daily operations of IT Section
- Lead large IT projects including the design and deployment of new IT systems and services
- Analyze business requirements across the organization to develop solutions for IT needs.
- Be friendly to new update of IT Packages installations and their applications.

2. PROJECT AND INVESTMENTS OFFICER – ONE POST.

Qualification and experience.

- Holder of a Bachelor degree in Project Management Investment or equivalent.
- Demonstrated knowledge in Computer Application is a MUST
- Demonstrated knowledge in Land Laws is an added advantage
- Must be fluent in both English and Swahili language.
- Must be a Tanzanian.
- Age should not be above 45 years.
- Experience; Not below 2 years working experience in the same field.

Duties and Responsibilities.

- To establish an effective & well organized investment processes
- To write clear & well informed investment recommendations based on thorough research analysis.
- To manage portfolio&maintain a roster of partners by contacting them as necessary.
- To manage and upholding current and potential client relationships
- To prepare & distribute 'rent demand notes'
- To ensure prompt collection of UNION rent
- To keep investment properties in a good and productive condition
- Serve as primary proposal writer, drafting, editing, and ensuring final production of proposal for submission to development partners.
- Use writing skills to transform technical content and conceptual design into polished final proposals that are responsive to guidelines.
- Maintain project calendar and milestones.
- Conduct background research on proposal opportunities.
- Regularly track potential development partners for applications and proposal submissions.
- Evaluate projects to ensure they are meeting company standards, adhere to budgets, and meet deadlines.

DURATION: Job contract based on fixed period.

SALARY: Competitive package for successful candidates will be provided.

Mode of Application.

Interested and suitable candidates should submit their signed applications in hand written letters attached with certified copies of birth and academic certificates, CV, three referees with their current contacts and one recent passport size photograph.

Your Application letter must be addressed to: -

General Manager,

KCU (1990) Ltd,

PO Box 5,

BUKOBA.

Deadline for your application submission is 14 days from the date of this advertisement.