

26.05.2023

JOB ADVERTISEMENT (RE-ADVERTISED) 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 Missenyi has Employment Opportunities as follows: -

1. ICT OFFICER – ONE POST.

QUALIFICATION AND EXPERIENCE.

- ❖ Holder of a Bachelor Degree in Information Technology, Computer Science, Information System or equivalent.
- ❖ Demonstrated knowledge in accounting is preferred.
- ❖ Must be fluent in both English and Swahili.
- ❖ Must be a Tanzanian.
- ❖ Age should not be above 45 years.
- ❖ Experience; Not below 2 years 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.
- ❖ 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.
- ❖ To perform any other duties as may be directed by your Supervisor/Employer.

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 process.
- 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 of UNION rental collection
- To advise investment properties to make sure they are 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.
- To perform any other duties as may be directed by your Supervisor/Employer.

3.STORES OFFICER –ONE POST

QUALIFICATIONS & EXPERIENCE

- ❖ Holder of Advanced Diploma or Bachelor degree in any related field.
- ❖ Must have a knowledge of computer and has worked with data input.
- ❖ 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 & RESPONSIBILITIES.

- ❖ Manage inventory/supplies and ensure they are within the established procurement rules and regulations.
- ❖ Liase with Procurement Management Unit regarding procurement activities.
- ❖ Take delivery of all incoming materials and reconcile with purchase orders.
- ❖ Track documents and resolve any discrepancies on received orders.
- ❖ Observe and report any relevant information relating to store.

- ❖ Responsible for maintaining good store arrangement.
- ❖ Responsible for periodic stock taking and updates.
- ❖ Oversee the handling and movement of stock.
- ❖ Receive and issuing of Goods to Users as per orders.
- ❖ Any other task as directed by superior.

4. AGRICULTURAL FIELD OFFICER-THREE POST

QUALIFICATIONS & EXPERIENCE

- ❖ Holder of a diploma in General Agriculture or related field.
- ❖ General computer skills
- ❖ Possess good interpersonal skill
- ❖ General work experience of 2 years in any related field

DUTIES AND RESPONSIBILITIES

- ❖ Registration and contracting new farmers to the project
- ❖ Conducting thorough internal inspections
 - (i) Internal Organic Standards
 - (ii) Soil Management
 - (iii) Coffee husbandry

(iv) Buffer Zone, non- use of weed Killers (herbicides) non- chemically treated seeds, growing of vegetables without use of the chemical, Training must be documented,

The Field Officer must develop a monthly training programme.

- ❖ Supervision of coffee collections according to the buying procedures and quality control at the buying station
- ❖ Ensure that the end of every month, a work progress report is written and submitted promptly to the district supervisor copied to the Organic Project Coordinator
- ❖ Registering all coffee hulling machines in the catchment area
- ❖ Training the coffee hulling machine operators on Organic Coffee hulling procedures record journal must be checked from time to time.
- ❖ Conduct regular (Monthly) meeting with the Primary Cooperative Society officials on the progress of the Catchment areas.
- ❖ To perform any other duties as may be directed by your Supervisor/Employer.

5.INTERNAL AUDITOR – TWO POSTS

QUALIFICATIONS & EXPERIENCE

- ❖ Holder of a Degree/ Advanced Diploma in Accountancy.
- ❖ Must be fluent in both English and Swahili.
- ❖ Must be a Tanzanian.
- ❖ Age should not be above 45 years.
- ❖ Experience; Not below 2 years in the same field.

DUTIES AND RESPONSIBILITIES

- ❖ Accountable for reviewing the accounts prepared and checking the adequacy of internal control in KCU accounts and comment on deviations, if any
- ❖ Prepare audit scope and procedures and execute the scope after being approved by the Chief Internal Auditor.
- ❖ Identifying key areas of risk within the organization and proposing appropriate controls to mitigate the same.
- ❖ To perform periodic internal audits as assigned by Chief Internal Auditor.
- ❖ To carry out the stock-taking procedures (Physical stock-taking) as outlined by Internal Audit, observe the reliability, identifying problems and possible errors in the process.
- ❖ Identifying and discussing the observations arising during the audit with the concerned staff to get their feedback.
- ❖ Drafting the unresolved audit observations related to particular transactions and forwarding to the department head for further evaluation.
- ❖ Ensure that all the information relating to the organization is in safe hands and physical access controls are in place for audit working papers and confidential information with the Internal Audit department.
- ❖ Perform any other tasks as may be assigned by your superior.

GENERAL TERMS

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.

Deadline for all applications will be on 14th June 2023 at 04:00 Pm.

All Applications must be addressed to: -

**General Manager,
KCU (1990) Ltd,
P.O.BOX 5,
BUKOBA.**