

## KOROSHO COOPERATIVE JOINT ENTERPRISE LIMITED



Head Office:

Maduka Makuwa, Tanecu House

P. O. Box 310, Mtwara

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### JOB VACANCIES

Korosho Cooperative Joint Enterprise (KCJE) Limited is a Cooperative organization established by cooperative unions operating in Tanzania's cashew and sesame industry. It was formally registered with the Registrar of Cooperatives on September 12, 2022, under registration number 5621. The organization aims to enhance the social and economic prosperity of its members by supervising, controlling, and optimizing access to various agricultural inputs, such as pesticides, mist blowers, motorized sprayers, packaging materials, and digital weighing scales. Additionally, KCJE Limited strives to efficiently coordinate, inspire, and promote cooperative economic development and sustainable agriculture among its members.

The Board of Korosho Cooperative Joint Enterprise Ltd seeks to recruit qualified and competent candidates to fill seven vacancies as this announcement outlines.

#### **1.0 PROCUREMENT OFFICER (1 Vacancy)**

The successful candidate will report directly to the General Manager and will be accountable for the procurement, ordering, receipt, storage, and distribution of store items. This role will involve the management and preparation of tender documents, oversight of procurement processes, and maintenance of warehouse inventories.

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

- Manage the entire procurement process based on office needs.
- Coordinate year-end inventory counting.
- Prepare, purchase orders as per approved tenders/quotes.
- Receive, match and submit documents of goods delivered for payment.
- Prepare and maintain records related to the procurement process.
- Assist in preparing tender documents.
- Distribute tender documents.

- Negotiate terms and conditions with suppliers
- Participate in the annual procurement planning process
- Receive new goods from various suppliers and store used goods that need to be preserved before disposal
- Maintain ledgers for product entries, storage, and dispatch over time
- Ensure the warehouse and items are kept clean and secure
- Prepare receiving reports for goods
- Communicate with other departments regarding procurement needs
- Gather and maintain market intelligence on prices for certain products
- Verify all claims before payments
- Ensure that all documents and attachments are ready for audits
- Perform other duties as assigned by the General Manager

#### **Qualifications, knowledge and Experience**

- Bachelor Degree in Procurement and supplies Management, Material Management, Logistics Management or equivalent qualification from recognized institution.
- At least two (2) years working experience in procurement and storekeeping
- Good written and communication skills
- Should have computer skills.
- CPSP(T) Certificate will be an added advantage
- Applicant must be a citizen of Tanzania with age not above 35 years



## 2.0 ICT OFFICER (1 Vacancy)

The selected candidate will report directly to the General Manager. He or she will be responsible for assisting the organization in maintaining its digital infrastructure and providing troubleshooting support to end users. This role also involves the registration of agricultural information pertaining to farmers, Agricultural Marketing Cooperative Societies (AMCOS), Union members, and other related data.

### Duties and responsibilities

- Develop and maintain consistent critical guidelines that are in line with the ICT Policy of the organization and guidelines issued by the office of the Registrar of Cooperative Societies.
- Operate and coordinate the crosscutting information system of UNION Members.
- Provide education to leaders, executives and members of Unions, so that they can start and continue using the ICT equipment for communication in their agricultural activities and productions.
- Provide guidelines, education and regular training to executives when they are stuck so that they can carry out their duties.
- Conduct regular research on the use of ICT for member associations and their members to determine the increase in use and the growth efficiency in us.
- Providing technical advice to the Cooperative Board on the issues related to ICT.
- Providing opportunities for executives to get regular ICT training to keep up with the rapid growth of technology in the country and the world.
- Establishing and promoting access endues at ICT to the Members of Primary Cooperatives in order to facilitate efficiency in their work performance.
- Analyzing and bring recommendations for the creation of computer systems that can simplify daily operations of the union such as application software and advertising the Association in various social networks to show the investment opportunities available in the Association.
- Ensuring all internal and external network infrastructures are working at the required efficiency.
- Strengthening the official communication between the cooperatives and the Government and other key stakeholders through social networks and the website of the union.
- Facilitate and support smooth operations of the CSMIS (MUVU) in the union.
- Managing and repairing ICT equipment when they fail.
- Monitor the entire trend of ICT equipment and identifies the equipment that obsolete/redundant and submits recommendations for proper for disposal procedure.
- Develop and have a strategic plan for all member UNION to have effective ICT Policies, expand and the scope of email use and ensure that all member UNION have email addresses with the Joint's domain.



- Advise and support the purchase of software and ICT equipment in the office.
- Carry out any other duties as assigned by the supervisors from time to time.

#### **Qualifications, knowledge and Experience**

- Bachelor Degree in Information system management, information Technology, Computer Science and other related programs from the recognized institutions.
- Minimum of 2 years of experience in a reputable organization (The experience of working in Cooperative societies will be an added advantage).
- Applicant must be a citizen of Tanzania with age not above 35 years.

#### **3.0 ADVOCATE (1 Vacancy)**

The successful candidate will report directly to the General Manager and will be responsible for overseeing all legal matters pertaining to the organization.

#### **Duties and responsibilities**

- To oversee maintenance and custody of documents relating to legal matters.
- To oversee keeping and updating of diary for court cases and carrying out of all routine legal correspondences.
- To administer follow up of documents and proceedings in courts.
- To administer registration of mortgages, deeds of transfers, probate matters and other documents deemed necessary for registration.
- To oversee sorting of legal documents and distribution of the same as appropriate and keeping and updating of the register of court cases.
- To review drafts of prescribed legal documents, forms, legal opinions and briefs.
- To review proposed contracts, leases, loan agreements and other legal documents.
- To review compiled relevant evidence for court cases and prosecution papers for falling cases.
- To review recommendation for amendment/ repeal of legislation and related regulations and by Laws and information collected on changes in Law or new legislation affecting affairs of the Board.
- To participate in legal reviews in collaboration with other institutions/stakeholders and provide advice and opinion to customers on legal issues.
- To provide advice and opinion on legal issues.
- To represent the Board in all legal matters/litigations.
- To file and appear for criminal proceedings in courts.
- To participate in legal negotiations and witnessing contracts and provide advice on aspects regarding contracts obligations.
- To liaise with external legal agencies in consultation with the Manager.
- To perform any other related duties as may be assigned by the General Manager.

#### **Qualifications, knowledge and Experience**

- Holder of Bachelor Degree in Law (LL. B) from recognized institutions, attended and passed Internship or relevant trainings from the Law School of Tanzania and registered as Advocate of the High Court of Tanzania.
- Applicant must be a citizen of Tanzania with age not above 35 years.

#### **4.0 DRIVER (1 Vacancy)**

The successful candidate will report to the General manager. He/she will be responsible to Driving Organization's vehicles and other duties pertaining to the transportation. Safely operate Organization's vehicles to transport staff and Board members, equipment, and materials to and from the designated locations as directed.

#### **Duties and responsibilities**

- Maintaining logbooks.
- Safekeeping the vehicle and tools, and any materials.
- Maintaining disciplined behavior and proper conduct in rendering services.
- Maintaining cleanliness of the vehicle and tools.
- Carrying out minor mechanical repairs.
- Reporting promptly any defects or problems detected in the vehicle.
- Performing messengerial duties such as dispatching documents/letters, collecting mail, and any other duties as assigned by a competent authority.

#### **Qualifications, knowledge and Experience**

- Holder of a Certificate of Secondary Education Examination (CSEE) [Form Four Certificate] with passes in Kiswahili and English or an equivalent qualification.
- An experienced driver with a long history of driving institutional vehicles.
- Must have a valid Class 'C' driving License with at least two (2) years of working experience.
- Possession of a Trade Test Grade II/Drivers Grade II Certificate from recognized institutions such as NIT or VETA will be an added advantage.
- Applicant must be a citizen of Tanzania with age not above 30 years.

#### **5.0 SECRETARY**

The successful candidate will report to the General manager.

### **Duties and responsibilities**

- Typing confidential memos, letters, reports, and other documents.
- Managing the Manager's diary and appointments.
- Receiving and connecting customers/clients/guests to officers.
- Ensuring quality production of booklets and reports.
- Record keeping and retrieval.
- Taking/writing minutes.
- Perform other secretarial duties as assigned by supervisors.

### **Qualifications, knowledge and Experience**

- Certificate in Secretarial Services or equivalent from a recognized institution.
- Must possess National Form IV or VI certificates.
- Must have passed typing/shorthand speed of not less than 60/80 W.P.M.
- Secretarial NTA Level 6 from a recognized institution.
- Excellent word processing and spreadsheet skills.
- Must be computer literate.
- Proficiency in written and spoken English is mandatory.
- Self-motivation and ability to work under pressure with minimum supervision.
- Applicant must be a citizen of Tanzania with age not above 30 years.

## **6.0 RECORDS MANAGEMENT OFFICER (1 Vacancy)**

The successful candidate will report to the General manager.

### **Duties and responsibilities**

- To collect, tabulate, analyze and interpret documents and to circulate them to relevant end users.
- To receive incoming letters, documents and files and direct them where to reach for attention.
- To facilitate availability of records and statistical data when needed.
- To design and maintain a system for numbering, filling, storage and retrieval of files and documents.
- To maintain procedure for tracing misfiled and lost case-notes and other documents.
- To supervise quarterly and yearly squeezing of files into shelves.
- To perform any other duty assigned by the supervisor.

### **Qualifications, knowledge and Experience**

- Holder of Diploma in records management from recognized institution.



- Must possess National Form IV or VI certificates.
- Must be computer literate.
- Applicant must be a citizen of Tanzania with age not above 30 years.

#### **7.0 OFFICE ATTENDANT (1 Vacancy)**

The successful candidate will report to the General manager.

##### **Duties and responsibilities**

- Clean both the exterior and interior of the office, including sweeping, dusting, mopping, trimming grass, weeding the garden, planting flowers or trees, and cleaning toilets.
- Take and deliver files and documents to the relevant officers.
- Distribute office mail as instructed.
- Prepare office tea and do some other office attendant tasks as instructed.

##### **Qualifications, knowledge and Experience**

- Must possess National Form IV or VI certificates.
- Holder of office attendant certificate from recognized institution.
- Applicant must be citizen of Tanzania with age not above 30 years.

##### **MODE OF APPLICATION**

KCJE is an equal opportunity employer. Qualified candidates should submit their written applications using the address shown below, enclosing:

1. Application letter showing how they meet the requirements of the positions.
2. An Up-to-date Curriculum Vitae.
3. Contacts stating name in full, telephone numbers and email addresses of the candidate.
4. Applicants should send two recent "Passport Size" Photographs.
5. Applicants who studied abroad for Form IV and VI should attach proof of their certificates from the Tanzania Examination Council.
6. Applicants who studied in universities abroad should attach proof of their qualifications from the Tanzania Universities Commission (TCU).
7. Transcript and Professional results only without certificate will not be accepted.
8. Certified Copies of relevant certificates and a proof or evidence of nationality; and
9. Names and Full contacts of three (3) referees.



**Closing date:**

Applications should reach the undersigned not later than 5:00 pm on 23rd January 2025.

- Applicants must indicate the position applied for on top of the envelope with the application letter.
- Only shortlisted candidates will be contacted.

**Please Apply to:**

General Manager,

Korosho Cooperative Joint Enterprises Limited,

P. O BOX 310,

**MTWARA.**

Email: [recruitment.koroshocie@gmail.com](mailto:recruitment.koroshocie@gmail.com)



**KOROSHO COOPERATIVE JOINT ENTERPRISE LIMITED**



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Date:03/01/2025

## ADDITIONAL JOB VACANCIES

Korosho Cooperative Joint Enterprise (KCJE) Limited is a Cooperative organisation established by cooperative unions operating in Tanzania's cashew and sesame industry. It was formally registered with the Registrar of Cooperatives on September 12, 2022, under registration number 5621. The organisation aims to enhance its members' social and economic prosperity by supervising, controlling, and optimizing access to various agricultural inputs, such as pesticides, mist blowers, motorized sprayers, packaging materials, and digital weighing scales. Additionally, KCJE Limited strives to efficiently coordinate, inspire, and promote cooperative economic development and sustainable agriculture among its members.

As this announcement outlines, the Board of Korosho Cooperative Joint Enterprise Ltd seeks to recruit qualified and Competent Candidates for two Vacancies.

### **8.0 ASSISTANT PROCUREMENT OFFICER (1 Vacancy)**

The successful candidate will report directly to the General Manager and be responsible for supporting the Chief Procurement Officer in the timely and cost-effective acquisition of goods and services, as well as other related duties. This role is crucial in maintaining an efficient and transparent procurement system that adheres to the Cooperative's policies and regulatory standards.

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

- Assist in procuring goods, services, and works according to organizational needs.
- Prepare and issue Requests for Quotations (RFQs), Invitations to Tender (ITT), and other procurement documents as needed.
- Collect and evaluate quotations and tenders to ensure the best value for money.
- Maintain accurate procurement records and ensure all documentation is compliant with the KCJE's procurement policy.
- Coordinate with suppliers, vendors, and internal departments to ensure timely delivery of goods and services.
- Assist in preparing procurement plans and budgets.
- Support the monitoring of supplier performance and address any issues or delays.



- Assist in preparing contracts and agreements, ensuring all terms and conditions are properly documented.
- Ensure compliance with Tanzanian laws, regulations, and international best practices in procurement activities.
- Provide administrative support to the procurement team, including scheduling meetings, filing, and correspondence.
- Perform other duties as assigned by the General Manager.

**Qualifications, Knowledge, and Experience:**

- Diploma in Procurement and Supplies Management, Materials Management, Logistics Management, or a related qualification from a recognized institution.
- At least two (2) years of experience in procurement and storekeeping.
- Good written and verbal communication skills.
- Proficient in computer skills.
- Applicant must be a citizen of Tanzania and not older than 30 years.

**9.0 STOREKEEPER (1 Vacancy)**

The selected candidate will report directly to the General Manager and will be responsible for maintaining accurate records, organizing stock, and ensuring that the store meets the Cooperative's standards.

**Duties and Responsibilities:**

- Receive, store, and issue goods and materials according to KCJE requirements.
- Maintain accurate records of inventory levels, stock movements, and deliveries.
- Ensure all goods are properly labelled, stored, and accounted for.
- Monitor stock levels and inform management of any shortages or discrepancies.
- Assist in conducting regular stock checks.
- Prepare reports on inventory status and discrepancies for management review.
- Ensure the store is clean, safe, and well-organized at all times.
- Handle stock to protect goods from damage and deterioration.
- Coordinate with suppliers, logistics teams, and other departments to ensure timely delivery and storage of products.
- Perform additional tasks related to storekeeping as assigned by the supervisor.

**Qualifications, Knowledge, and Experience:**

- Diploma in Procurement and Supplies Management, Materials Management, Logistics Management, or a related qualification from a recognized institution.
- Proven experience as a Store Keeper or in a similar role.
- Knowledge of inventory management and basic storekeeping principles.
- Ability to use inventory management software or tools (e.g., Excel, Tally).
- Strong organizational and time-management skills.
- Attention to detail and ability to work under pressure.
- Good communication and interpersonal skills.



- Ability to work both in a team and independently.
- Applicant must be a citizen of Tanzania and not older than 30 years.

### **MODE OF APPLICATION**

KCJE is an equal-opportunity employer. Qualified candidates should submit their written applications to the address below, including:

- A cover letter detailing how they meet the requirements for the position.
- An up-to-date Curriculum Vitae.
- Contact information, including full name, telephone number, and email address.
- Two recent passport-sized photographs.
- Proof of qualifications from the Tanzania Examination Council for those who studied abroad for Form IV and VI.
- Proof of qualifications from the Tanzania Universities Commission (TCU) for those who studied at universities abroad.
- Certified copies of relevant certificates and proof or evidence of nationality.
- Names and full contact information for three (3) referees.

### **Closing Date:**

- Applications must reach the undersigned no later than 5:00 PM on January 24, 2025.
- Applicants must indicate the position they are applying for on the envelope.
- Only shortlisted candidates will be contacted.

### **Please Apply To:**

**GENERAL MANAGER,**

**KOROSHO COOPERATIVE JOINT ENTERPRISES LIMITED,**

**P.O. BOX 310,**

**MTWARA.**

**Email:** [recruitment.koroshocje@gmail.com](mailto:recruitment.koroshocje@gmail.com)

ISSUED BY



**KOROSHO COOPERATIVE JOINT ENTERPRISES LIMITED**