



The Company's overview

TANICA PLC was established as Tanganyika Instant Coffee Company Limited (TANICA LTD) under Companies ordinance (Cap. 212) on 30th September, 1963 as a limited liability company. The factory started production of instant coffee powder in 1967.

Tanganyika Instant Coffee (TANICA) PLC is the number one and experienced producer of Instant Coffee in East and Central Africa. TANICA was established in 1963 with the aim of adding value to coffee beans grown in different part of Tanzania for International market. For many years since its establishment, TANICA has been doing instant coffee business with other companies that use their brand names to sell coffee mainly in East Africa; Tanzania included. As the business kept growing, TANICA established its very own retail product lines including Kilimanjaro and Tanica Cafe' for Instant Coffee, Roasted Beans, Ground Coffee and Tanica Spring Drinking water. Also, Tanica provides packaging and processing services for all kinds of Coffee

TANICA PLC is seeking qualified (Tanzanian Nationals) candidates to fill vacant position as detailed below; –

1. Position Title: **Marketing Manager** (TS 5)

Reporting to: The General Manager

Job location: Bukoba -Head Office

Duties and responsibilities; –

- Lead Marketing and Sales functions, unit/s and activities.
- Coordinates and supervise all centers (Dar-es-Salaam, Mwanza, Arusha and Dodoma)
- Responsible for planning and coordinating sales and marketing programme/s in order to ensure the Company's progress in market generation and maintain higher standards of the same.
- Forecasting sales, analyzing market trends to forecast service demands and target the right customer activities for the purpose of annual budget. Maintain an intact touch with existing customers for securing maximum orders keeping in view the production facilities available within the Company.

- Maximize market share, revenue and profitability by formulating market strategies and action plan.
- Maintain sales volume, product mix and selling price by keeping current with supply and demand, changing trends, economic indicators and competitors.
- Advising the General Manager and Management on changes of any policies for the betterment of the Company and when deemed necessary
- Continually assess current business channels and prospective business opportunities, develop and evaluate their performance and manage conflict ensuring alignment with sales objectives
- Building & maintaining good working relationships with customers and build up a high-profile customer network and database (physical and/or electronic)
- Consulting with foreign customers the merchandise to be delivered to them
- Compiling export returns of the finished coffee products as required by the authorities
- Establishing and administering of statistical sales data bank
- Work in conformity with the Food Safety Management System (ISO 22000:2018)
- Overall in charge of all sales motor vehicles
- Any other duties as assigned by the General Manager

Qualification (s) and experience

- Must be a holder of Bachelor of Commerce Degree or Bachelor of Business Administration in Marketing, Public Relations in Marketing, MBA from the recognized Institution.
- 5 years experience in on the same field/duties and responsibilities

2. Position Title: **Finance Manager** (TS 5)

Reporting to: The General Manager

Job location: Bukoba -Head Office

Duties and Responsibilities

- Responsible for supervising directly all activities of the accounting and procurement units.
- Chief advisor to the Management and the Board of Directors on all financial matters of the company.
- Responsible for timely preparation of financial accounts and reports.
- Ensure that the financial functions of the company are carried out correctly and in accordance with the rules and Regulations laid down by NBAA and within the ruling legal frame work.
- Ensure that all statutory returns are prepared and pa made in time.
- Over all in –charge of costs control in the Company using budgetary and other management control methods.
- Ensure that the standard of Book – Keeping and Accounting is high and able to give the company a clean External Audit Report every year.
- Preparation of Annual Budget.
- Analysis of Monthly and Quarterly Annual Financial Reports.
- To ensure that the company makes wise purchases of goods or services for use.

- Control of the warehouses.
- Coordinates and supervises Stock taking.
- Negotiates with supplier agreements and vendor contracts.
- Unrolling Analysis of price proposals and the financial reports of the company
- Supplier Evaluation.
- Stock control.
- In charge of transport service outside the company.
- Work in Conformity with food Safety Management system and ISO 22000:2018
- Perform any other duties as may be assigned from time to time by the General Manager.

Qualification (s) and experience

- Must be a holder of Bachelor of Commerce in Accounting, Finance in Accounting, Accounting and Finance, Business Administration in Accounting or equivalent
- Must be a holder of CPA (T) (Certified Public Accountant) or ACCPA • Must be registered with National Board of Accountants and Auditors (NBAA)
- Five years work experience in/with any commercial organization.

3. Position Title: **Human Resources and Administration Officer** (Bukoba)

Reporting to: Human Resources and Administration Manager

Duties and Responsibilities

Partake in recruitment processes

Payroll administration

Advise HR& Admin Manager on general staff issues, i.e., training needs, staffing

Assist HR & Manager in processing and tracking employment contracts, job applications and other necessary recruitment documents including JDs. Assist with the performance & development process

Prepare and oversee staff leaves and off-days and absences.

Ensure the general HR standards & procedures defined in DRC Operations Handbook are applied and compliant at all times.

Assist Senior Management Team in elaboration of individual development plans for employees reflecting TANICA PLCs vision, values, and long-term strategic priorities. Prepare and update briefing/induction packages for new staff and oversee/coordinate the induction process.

Draft new and renewed contracts and other personnel-related issues with special attention to compensation and benefits.

Handbook are applied and compliant at all times

Work in conformity with ISO22000:2018

Qualification (s) and experience

- Degree in Human Resources Management, Public Administration, Business Administration majoring in Human Resource management or Equivalent Qualification from reputable and recognized higher learning Institution.
- At least 1 year of experience directly related to the duties and responsibilities specified.
- Knowledge of Labour laws

4. Position Title: **Production Supervisor** (TS 3)

Reporting to: Production Superintendent

Job location: Bukoba -Head Office

Duties and Responsibilities.

- To assist in coordinating the production activities
- To assisting the production superintendent in his assignments as the case may be appointed as a head of shift.
- Supervises production shifts, retail packing plant or roasted and ground section.
- Work in conformity with the food Safety Management System and ISO -22,000
- Reports to Production superintendent.
- Any other assigned duties by the Senior

Qualification (s) and experience

- Possession of Diploma in Food Science and Technology or related field

5. Job Title: **Ware House Officer** (TS 3)

Reporting to: Stock Controller

Job location: Dar-es-Salaam Branch

Duties and Responsibilities

- Responsible to the Procurement Officer
- Responsible for determining the item to be stocked: programming stock, control and storage system related to procedures.
- To give stock balance of raw materials, packing materials and finished products to procurement officer
- To make reconciliation of balance per stock card with physical count at the end of the year.
- Work conforming to food Safety Management System and ISO – 22,000.
- Handling of raw materials and any Company properties with maximum care as directed by the Superior.

Qualification (s) and experience

- Must be Holder of Diploma in materials Management, logistic and supply chain Management, Procurement and Supply Chain Management.

6. Job Title: **Warehouse Clerk** (TS 2)

Reporting to: Warehouse Officer

Job location: Bukoba-Head Office

Duties and Responsibilities

- To assist in all clerical and accounting functions including maintain stores records, posting, receipts, issues as per laid down procedures.
- To work in conformity with food safety management system and ISO 22,000
- Any other duties assigned by the Supervisor.

Qualification (s) and experience

- Must be form 4 leavers with certificate in store management or equivalent.

Mode of Application:

Send your written application letter, copies of your (academic and professional related) certificates & updated CV to provided address provided below by December 04, 2023.

The General Manager,

Tanganyika Instant Coffee Public Limited Company,

Custom Road, Forodhani Street,

P. O. Box 410 Bukoba.

Tanzania.