
Job Advert Stores Supervisor (SS)

The Kilombero Valley Teak Company (KVTC) (www.kvtc.co.tz) in Tanzania is Africa's largest privately owned teak forest and timber business. It is Tanzania's biggest exporter of timber products. To enhance this status and improve its performance, KVTC is looking for a suitable candidate for the position of Stores Supervisor (SS).

TITLE

Stores Supervisor (SS)

REPORTING RESPONSIBILITIES

The Stores Supervisor (SS) reports to the Finance Manager (FiM), KVTC

DUTY STATION

Mavimba, Ulanga District, Morogoro Region

OBJECTIVE

The overall objective of the Stores Supervisor is to assist the Finance Manager with maintaining Store materials, internal controls and discipline in the finance department as well as across other departments including procurement.

The Stores Supervisor will oversee and direct the daily activities, schedules, and assignments of employees in storage, inventory, and distribution of materials and tools.

SUPERVISORY RESPONSIBILITIES:

- Interviews, hires, and trains clerks, stockers, and other stores staff.
- Oversees the daily workflow of the department.
- Assigns jobs and projects to staff to ensure that deadlines are met safely and accurately.
- Conducts performance evaluations that are timely and constructive.

DUTIES/RESPONSIBILITIES:

- Oversees receipt and verification of incoming shipments; ensures materials are unloaded, stored, and verified according to policy.
- Ensures that an accurate inventory record of finished goods is maintained in accordance with established procedures.
- Ensures orderly storage of incoming shipments and finished goods; maintains detailed records of available products and their storage locations.
- Conducts regular inventory checks, random checks on at least a weekly basis, and thorough checks on at least a monthly basis.
- Communicates results of inventory reviews to manager; collaborates with manager to schedule future shipments.

- Delegates fulfilment of customer orders to staff; maintains inventory database when orders are fulfilled.
- Performs other related duties as assigned.

REQUIRED SKILLS/ABILITIES:

- Excellent verbal communication skills.
- Strong supervisory and leadership skills.
- Thorough understanding of Stores procedures and policies.
- Excellent organizational skills and attention to detail.
- Ability to keep accurate records.
- Proficient with Microsoft Office Suite or related software, and software used to maintain inventory.
- Female candidates with relevant qualification are highly motivated to apply for this job.

QUALIFICATIONS AND EXPERIENCE

Personal

- Self-starter and highly motivated individual
- Capable of working in remote areas with a diverse team of people

Experience

- At least 2 years of experience working in similar environment and position.
- Knowledge of stores and material management
- Ability to utilize Electronic Accounting Systems

Qualifications / Skills

- Relevant College Diploma in Material/Stores management
- Computer literate **is a must** (Excel, Word & Outlook)
- Excellent communication skills and fluent in English and Kiswahili

SALARY AND BENEFITS

KVTC will pay a competitive salary based on skills and experience.

HOW TO APPLY

Applicants should email their CV, copies of certificates and application letter by **NOT** later than the **30th of March 2024** to: **hr@kvtc-tz.com**

NB:

- 1. Only shortlisted applicants will be Contacted and scheduled for interviews.**
- 2. Women are encouraged to apply**
- 3. Only Tanzanians need apply**

KILOMBERO VALLEY TEAK CO. LTD.



VACANCY

The Kilombero Valley Teak Company Ltd. (KVTC) is a forestry company located in the Kilombero and Ulanga Districts of the Morogoro Region. The Company manages teak plantations and natural woodlands and processes timber in a factory located at Mavimba in Ulanga District. KVTC is looking for a Human Resources Manager with sound understanding of Tanzanian employment legislation, human resources administration and industrial relations.

HUMAN RESOURCES MANAGER

Primary responsibility will be to oversee all aspects of human resources management within KVTC.

Responsibilities:

- Designing and updating policies related to employee conditions of service.
- Recruitment, selection, and onboarding of new employees.
- Managing training and development of employees in line with the company's strategy.
- Assist the CEO in designing competitive remuneration and benefit packages.
- Preparation and implementation of succession plans.

Requirements:

- Tertiary degree in relevant field such as human resources management or law.
- Have a proven performance record in previous similar position.
- Private sector orientated.
- Willingness to live and work in a remote location.
- Excellent written and verbal communication skills.

This position entails living and working in a remote part of Tanzania. Only applicants willing to work under the demanding conditions normal to this type of environment should apply. If you meet the requirements of the position above, please submit your application letter, CV and copies of references and certificates to:

The Chief Executive Officer
Kilombero Valley Teak Company
3rd Floor ABSA House
P.O. Box 12452
Dar es Salaam

Or By Hand to

The Chief Executive Officer
Kilombero Valley Teak Company
Mavimba Village
Ulanga District

Or (preferably) via email to: kvtc@kvtc-tz.com

Only short-listed applicants will be contacted.
Deadline for submission is **30th April 2024**

Job Advert Logger Operator

TITLE

Logger Operator, one post.

REPORTING RESPONSIBILITIES

The Logger Operator reports to the Log yard Quality Control Manager, KVTC

DUTY STATION

Mavimba, Ulanga Districts Morogoro Region and 4 KVTC blocks A, B, C and D in Mlimba, Ulanga and Malinyi districts, the company's OSP program is also in this scope.

POSITION IN THE COMPANY: Junior Level (JC- 3).

DEPARTMENT: Forest

This job description will be amended from time to time as the post requirements change

1. **GENERAL DESCRIPTION OF THE JOB:**

Operating a Bell logger at KVTC log yard. Performing general log deck functions as directed by the supervisor, that shall include loading and unloading, sorting and stacking of logs. It also includes feeding the wet mill intake line.

2. **RESPONSIBILITIES:**

- a) Carrying out daily checks on the Bell logger.
- b) Unloading of logs from log trucks on arrival from the forests.
- c) Sorting and spreading of unloaded logs to ease tallying and grading.
- d) Loading of logs onto customers trucks.
- e) Moving of customers logs to their respective bay.
- f) Feeding the mill intake line with logs.
- g) Any other responsibilities as may be instructed by the supervisor.

Requirements

- Applicants must hold a legal Tanzanian driver's/operator's licence.
- Experience in operating a Bell logger for at least 2 years.
- Experience in operating other forestry machines will be an added advantage.
- The applicant must have a passion for his/her work and able to work under minimum supervision.
- The applicant must be fluent in Swahili, writing and reading

This position entails extensive field work in a rural environment. Only applicants willing to work under this type of environment should apply.

If you meet the requirements of the position above, please submit your application letter and a copy of your updated CV to hr@kvtc-tz.com. Women are encouraged to apply.

Address to:

HR Officer

Kilombero Valley Teak Company

P.o. Box 655,

Ifakara.

NB: ONLY FOR LOCAL/TANZANIAN APPLICANTS

Only short-listed applicants will be invited for interviews.

Deadline for submission is 30th March 2024