

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF AGRICULTURE
COTTON DEVELOPMENT TRUST FUND



JOB OPPORTUNITY ADVERTISEMENT

Cotton Development Trust Fund (CDTF) was incorporated in Tanzania on 4th March 2008 under Trustees Incorporation Act (CAP.318 R.E. 2002) as per certificate of incorporation No. 3352. The Fund is a replacement of the Cotton Development Fund (CDF), which was established under the auspices of the Cotton Industry Act No. 2 of 2001. Formation of the Fund was in line with the wishes of the Cotton Industry Stakeholders as outlined in the Memorandum of Understanding which was signed on 21st April 2006.

Cotton Development Trust Fund is looking for the qualified, young and dynamic Tanzanians to fill in the following vacant position under contractual basis.

1. PROCUREMENT OFFICER (01 POST)

Qualifications and Experience Required

Education requirement:

Holder of Bachelor Degree in Materials Management, Procurement and Supplies Management, Logistics Management or equivalent qualification from a recognised Institution and must be registered by PSPTB as Graduate Procurement and Supplies Officer with working experience in related field.

Duties and responsibilities:

- To processes purchase or supply control of given lines of stocks;
- To assist in clearing and forwarding functions;
- To keep record and reports for all procurement activities performed
- To support in implementing the functions of Tender Board;
- To assist in processing procurement tenders as per approved Authority's policies and procedures;
- To maintain register of approved suppliers for locally supplied items and updating it accordingly;
- To maintain register of all contracts and monitors supply of ordered goods;
- To participate in planning and forecasting supplies requirements;
- To prepare quarterly reports; and
- To perform any other related duties as may be assigned by his/her supervisor.

Qualitative Requirement:

- The candidate must have good communication skills
- Fluent in English and Kiswahili
- Must be computer literate
- Self-motivated individual
- Team Player

Duty Station: Mwanza

2. STORES OFFICER (01 POST)**Qualifications and Experience Required****Education requirements:**

Holder of Bachelor Degree in any of the following field; Materials Management, Logistics Management or equivalent qualification from a recognized Institution with working experience in related field.

Duties and responsibilities:

- To prepare bin cards and store ledger books;
- To assist in undertaking physical distribution;
- To maintain location index design;
- To carry out continuous stock checking and Annual Stock Taking;
- To assist in the preparations of quarterly reports;
- To assist in clearing and forwarding functions;
- To assist in keeping records and reports all procurement activities
- To prepare monthly stores report of all physical and card balances;
- To undertake stock review;
- To perform any other duties as may be assigned by his/her supervisor.

Qualitative Requirement:

- The candidate must have good communication skills
- Fluent in English and Kiswahili
- Must be computer literate
- Self-motivated individual
- Team Player

Duty Station: Mwanza

GENERAL CONDITIONS:

- i) Applicants must attach an up to date passport size photo, current Curriculum Vitae (CV) having reliable contact postal address, email address and telephone number(s).

- ii) Applicants must attach their detailed relevant certified copies of Academic Certificates as follows:
 - Degrees and professional certificates
 - Form IV and Form VI National Examination Certificates
 - Birth Certificate or National Identity Card
- iii) Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will necessitate to legal action.
- iv) Applicants should indicate three reputable referees with their reliable contacts in their CV.
- v) Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU) or National Accreditation Council for Technical Education (NACTE) for foreign non degree certificates.
- vi) Only qualified candidates will be contacted for further processes
- vii) Application closing date will be **15th April, 2024**

Mode of Application

Application letters should be posted, e-mailed or hand delivered to the following address:

**DIRECTOR GENERAL
TANZANIA COTTON BOARD
REGIONAL DRIVE ROAD
P.O. BOX 61
MWANZA**

E-mail: info@tcb.go.tz