

ADVERTISEMENT FOR INTERNSHIP OPPORTUNITY

Imewekwa: May 28, 2024

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Tanzania Cotton Board is a statutory organization that was formed by the Act of Parliament No. 2 of 2001, and entrusted with the function of overseeing the growth and sustainability of the cotton sub-sector. Specifically, TCB deals with regulatory functions within the cotton sub-sector on behalf of the government which includes ensuring adherence to cotton farming procedures and regulations, ensuring steady supply of agro - inputs, maintaining a level playing ground for the cotton business companies and collecting, refining and disseminating information to the stakeholders.

Tanzania Cotton Board has some openings in the following positions that wants to be undertaken under INTERNSHIP basis.

- **1.AGRICULTURAL OFFICER (Classification) (2 POSTS)**
- **Duty Station: Shinyanga**

Education Requirement:

Holder of Bachelor Degree in any of the following: Agriculture General, Agronomy, Agricultural Engineering, Irrigation, Agro-mechanization or any other qualification from a recognized Institution.

Duties and responsibilities:

- **To classify cotton in accordance with rules, regulations and International Standards.**
- **To conduct machine (HVI) calibration and sample testing**
- **To review, update and recommend any changes that may be for improvement of sampling instructions and classification techniques.**
- **To prepare and issue periodic reports on classification of cotton from various ginneries.**
- **To perform any other related duties as may be assigned by his/her Supervisor.**
- **2.ACCOUNTANT(2 POSTS)**
- **Duty Station: Mwanza**

Education Requirement

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accounting, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from a recognized institution.

Duties and responsibilities

- **To perform periodical cash accounting for each department to ascertain correctness of cash and book balances;**
- **To carry out examination of financial accounting and supporting documents;**
- **To evaluate the effectiveness of existing systems of internal control and recommend appropriate improvements; and**
- **To perform any other related duties as may be assigned by his/her Supervisor.**
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- **3.PROCUREMENT OFFICER (1 POST)**

Duty Station: Mwanza

Education requirement:

Holder of Bachelor Degree in Materials Management, Procurement and Supplies Management, Logistics Management or equivalent qualification from a recognised Institution.

Duties and responsibilities:

- **To assist in purchase or supply control of given lines of stocks;**
- **To assist in clearing and forwarding functions;**
- **To assist in record keeping 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 assist in preparation of quarterly reports; and**
- **To perform any other related duties as may be assigned by his/her supervisor.**

- **4.STORES OFFICER (1 POST)**

Duty Station: Mwanza

Education requirements:

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

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.**
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5.PLANNING OFFICER (1 POST)

Duty Station: Mwanza

Education requirement:

Holder of a Bachelor degree in any of the following fields:Economics or Agricultural Economics and Agribusiness or Statistics, or Project planning and Management Economics Planning or Planning and Investment or equivalent qualification from a recognized institution.

Duties and responsibilities:

- **To assist in issues related to planning and budgeting;**
- **To assist in planning and control development projects;**

- To assist in identifying income generation activities;
- To assist in the preparation of short- and long-term plan and strategies;
- To prepare guidelines for planning and assist in the coordination, preparation, implementation, monitoring and evaluation of the strategic plan;
- To perform any other related duties as may be assigned by his/her supervisor.

GENERAL ELIGIBILITY CRITERIA FOR INTERNSHIP

- §Should be a Tanzanian Citizen;
- §Should have acquired formal qualifications like a diploma, bachelor's degree or postgraduate degree from any recognized and reputable institution and have not yet been exposed to work experience related to their area of study;
- §Should submit degree or academic transcript;
- §Should have completed their studies within three years from the date of this advert;
- §A commitment or desire of intern to follow a career in a specific occupation that has been identified;
- §Only qualified candidates will be contacted for further processes;
- §Application closing date will be 31st May, 2024.

Mode of Application

Application letters for those interested 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