

SHINYANGA REGION CO-OPERATIVE UNION (1984) LIMITED



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RCU/EO/260/01

TAREHE: 14/06/2024

EMPLOYMENT OPPORTUNITIES :

BACKGROUND INFORMATION

Shinyanga Region Cooperative Union (1984) LTD is a Secondary - level Farmers' Cooperative Society formed since 1984. The Union is located in Shinyanga Municipality with a total of 107 Primary Cooperative Societies (AMCOS) and 38,178 farmers, primarily engaged in the cultivation of cotton and other mixed crops including legumes such as peas and chickpeas.

Since its inception, SHIRECU (1984) LTD has grown into a strong and autonomous Co-operative organization and is currently carrying out a major social-economic transformation. In this regard, the union invites applications from suitable, qualified and skilled Tanzanians to fill the following available vacancies:

1.0 CHIEF ACCOUNTANT (1 Post)

Nature and Scope

The successful candidate will report to the General Manager. He/She will be responsible for maintenance of books of accounts, financial reporting and routine processing of the transactions relating to Finance. He/She will supervise the financial budgeting process and reporting, payment to suppliers as well as formulation of controls to safeguard the financial resources of the enterprise.

Duties and Responsibilities

- i. To supervise the accounts department and monitor financial information on a daily basis and ensure that accounting records are accurately and properly prepared and maintained;
- ii. To co-ordinate budgeting exercise including production of regular budget reports and budgetary control;

- iii. To be Chief advisor to the Management and Board of Directors on all financial matters of the enterprise;
- iv. To ensure that all the statutory returns are prepared and payments made in time;
- v. To be the overall in-charge of costs control in the Enterprise using budgetary and other management control methods;
- vi. To advise the company on tax matters i.e. VAT, corporate tax, PAYE, withholding tax, to ensure statutory compliance and prepare the relevant monthly annual returns;
- vii. To design and implement internal financial controls;
- viii. To carry out transaction settlements in accordance with authorization mandates and in observance of prudence and existing internal controls;
- ix. To monitor cash requirements/position;
- x. To prepare all statutory and regulatory reports in line with accepted accounting standards;
- xi. To provide guidance to the Management on issues pertaining to accounting as well as financial and regulatory reporting;
- xii. To prepare and submit management, Board and regulatory reports on regular basis;
- xiii. To carry out any other related duties as may be assigned by General Manager from time to time;

Qualifications, Knowledge and Experience

- i. Bachelor's Degree in Accountancy/Finance or related field;
- ii. Holder of an internationally recognized accountancy qualification such as ACCA, CPA(T) and must be registered with NBAA
- iii. Minimum of 3 years relevant experience from a reputable organization;

2.0 CHIEF INTERNAL AUDITOR (1 Post)

Nature and scope

The successful candidate will report direct to the Board of Directors of SHIRECU (1984) LTD and administratively to the General Manager. He/She will be responsible for evaluating a Union's internal controls, including its corporate governance and accounting processes. He/She will ensure the compliance with laws and regulations.

Duties and Responsibilities

- i. To review and report if there is adequate control over the collection, handling, and use of office financial and non-financial resources;
- ii. To review and reporting as the operating systems outlined in the various laws, regulations and directives from the Registrar of Cooperatives/ Assistant Registrar are adhered to ensure that there is adequate control over the use of funds in the office;
- iii. To review and reporting such as settings and distributions into income accounts (revenue) and expenditures are correct;
- iv. To review and provide information on the accuracy of the calculations and the various information prepared by the office;
- v. To review and provide information on existing systems and used to protect UNION's assets, as well as to conduct audits of such assets;
- vi. To review and advice on the activities and plans of the office to see if they align with the intended purposes or as per mission, vision and values of the UNION;
- vii. To review and reporting on the various measures taken by Management in response to the External Auditor's arguments; and support the implementation of the recommendations;
- viii. To assist on the implementation of the recommendations made by the External Auditors;
- ix. To check the existing operational and Technological systems in the office and advice accordingly;
- x. To develop a work plan and a strategic audit plan;
- xi. To prepare and maintain inspection plans;
- xii. To provide audit opinion advice on rectifications (if any) accordingly;
- xiii. To carry out value checks on development projects and other operations of the Union and advice accordingly;

Qualifications, Knowledge and Experience

- i. Bachelor's Degree in Accountancy/Finance or related field;
- ii. Holder of an internally recognized accountancy qualification such as CPA or ACCA and must be registered with NBAA;
- iii. Minimum of 3 years relevant experience in a reputable organization;
- iv. Possession of a CIA will be an added advantage.

3.0 OPERATIONS MANAGER (1 Post)

Nature and scope

The successful candidate will report to General Manager. He/She will be responsible for all operation issues related to production, processing, marketing of UNION member's products.

Duties and Responsibilities

- i. To advice General Manager on all activities relating to crop production and operations;
- ii. To manage stores and warehouse for the crop production inputs;
- iii. To plan and implement all procurement and logistics for cotton farming and other related variety crops;
- iv. To coordinate and Manage the marketing activities of the Crop;
- v. To receive and work on information regarding productin, processing and marketing of member's products;
- vi. To provide trainings to enhance productivity to farmers through field/extension officers;
- vii. To champion the campaign on promotion of value chain in member's agricultural produce;
- viii. To prepare of season budget of farm input's requirement;
- ix. To perform any other duties as may be assigned by General Manager;

Qualifications, Knowledge and Experience

- i. Bachelor's Degree in Agriculture/Agribusiness/Agro-Economics, Cooperative Management or related discipline from a recognized higher learning Institution (Master degree will be an added advantage);
- ii. Minimum of 3 years relevant related experience in a reputable organization;

4.0 HUMAN RECOURCE OFFICER (1 Post)

Nature and scope

The successful candidate will report to General Manager.He/She will be responsible for managing every aspects of the employment process, including finding, hiring, training and supporting new employees.

Duties and Responsibilities

- i. To advice General Manager on all activities relating to human resources management;
- ii. To manage the Recruitment process ;

- iii. To Manage Compensation and benefits
- iv. To process payrolls ;
- v. To coordinate employee trainings ;
- vi. To Coordinate health, safety and welfare of all employees at work place;
- vii. To manage disciplinary process, end to end;
- viii. To coordinate performance management process ;
- ix. To administer Pensions and compensation schemes ;
- x. To be the custodian of employees personal records;
- xi. To perform any other duties as may be assigned by General Manager;

Qualifications, Knowledge and Experience

- i. Bachelor's Degree in Human Resource Management or any related;
- ii. Knowledge of human resource and labor laws;
- iii. Minimum 2 years' experience as an HR officer in a reputable organization

5.0 IT OFFICER (1 Post)

Nature and scope

The successful candidate will report to General Manager. He/She responsible for helping organization maintain their digital infrastructure and providing troubleshooting assistance to technology consumers, Registering agricultural information of farmers/AMCOS members and all other related information.

Duties and Responsibilities

- i. To advising General Manager on all issues related to It field;
- ii. To register all crops production and Marketing information of UNION;
- iii. To develop and manage UNION website;
- iv. To handle and manage the Union's Management Information System database and other related systems;
- v. To support data entry, Export in the MUVU database;
- vi. To oversee the implementation and management of Agricultural information systems;
- vii. To facilitate the use of data information system for improving program performance;
- viii. To assist in maintaining and Ensure effective provision of ICT support services to users;
- ix. To manage the Union's social Medias, Uploading videos and Photos of all events;
- x. To perform graphic designing duties;
- xi. To perform any other duties as assigned.

Qualifications, Knowledge and Experience

- i. Bachelor's Degree in Information system Management, Information Technology, Computer and other related;
- ii. Minimum of 1years of experience in a reputable organization (The experience working in Cooperative societies will be an added advantage)

6.0 SUPPLY CHAIN OFFICER (1 Post)

Nature and scope

The successful candidate will report to General Manager. He/She responsible of every stage of an organization's procurement process including sourcing, ordering, receiving, liaising with suppliers, contract monitoring, reporting on and ensuring compliance with procurement policies and regulations, including co-ordinating the procurement of day-to-day goods and services for the Organization.

Duties and Responsibilities

- i. To receive requests from end user and register;
- ii. To scrutinise terms of reference/specifications for compliance;
- iii. To check completeness of documentation and compliance against Supply Chain;
- iv. To supervise the tendering process end to end;
- v. To enforce compliance in terms of Supply Chain Management policies andprescripts;
- vi. Toimplement an effective document control and filing systems;
- vii. To compile procurement reports, and undertake compliance monitoring checks;
- viii. To monitor contracts implementations;
- ix. To provide support in maintaining effective systems and procedures for theprocurement of goods and services;
- x. To support the management and monitoring of the procurement function of theOrganization;
- xi. To assist the Organization in the preparation of management information as well asstatistics on procurement;
- xii. To ensure proper administration and record keeping of the supply chainprocesses as well as ensuring that all internal stakeholders understand andfollow required process;
- xiii. To perform any other duties as assigned. .

Qualifications, Knowledge and Experience

- i. Bachelor's Degree in Materials Management, Procurement Management, Supply Chain Management or any related (Masters will be an added advantage);
- ii. Holder of Certificate registration qualification PSPTB;
- iii. Minimum 2 years' experience in a reputable organization;

7.0 EXTENSION OFFICER (2 Posts)

Nature and scope

The successful candidate will report to Operations Manager. He/She responsible for helping farmers in their decision making and ensuring that appropriate knowledge is implemented to obtain the best results with regard to sustainable production and processing. He/She will work direct with farmers (AMCOS Member's) sharing information and improved agricultural techniques to rise up Cotton production.

Duties and Responsibilities

- i. To provide extension education and services to farmers on their farms in order to obtain the best production;
- ii. To assist farmers to make better decisions on crop production in order to increase agricultural production;
- iii. To advice farmers on how to save costs of farming equipment and procedures;
- iv. To assist famers to comply with standards set for the crop;
- v. To be responsible for crop quality control at AMCOS level;
- vi. To assist farmers to adopt good crop farming practices;
- vii. To assist farmers in agricultural produce value chain;
- viii. To ensure availability of farm inputs and facilitate their applications;
- ix. To apply agricultural technology and record field events and register farmers (AMCOS Members).
- x. Carry out any other related duties as assigned by the Supervisor from time to time.

Qualifications, Knowledge and Experience

- i. Bachelor degree/ Diploma in General Agricultural or any related;
- ii. Minimum 2 years' experience from a reputable organization;
- iii. Expert in crop production;

8.0 PERSONAL SECRETARY(1 Post)

Nature and scope

The successful candidate will report to Human Resource Officer. Successful candidate will be responsible for managing diaries and organizing meetings and appointments, often controlling access to the manager/executive, Organizing events and conferences. Reminding the manager/executive of important tasks and deadlines.

Duties and Responsibilities

- i. To receive, interview and direct visitors accordingly;
- ii. To prepare letters, reports and various documents;
- iii. To handle confidential and sensitive information;
- iv. To ensure that working tools are in good order and the working environment is well maintained;
- v. To receive and make telephone calls;
- vi. To receive a register detailing records for incoming and outgoing mails and files;
- vii. To communicate information by typing, sending and receiving emails/faxes;
- viii. To keep diaries of events and make appointments for and on behalf of the designated officer/General Manager;
- ix. Keeping records for the specific Events, Date of meeting, Schedule of the meetings and all related tasks;
- x. To organize and follow upon travel and related logistics for meetings;
- xi. To process, file, sort and retrieve information;
- xii. To perform other duties assigned by a General Manager/Supervisor.

Qualifications, Knowledge and Experience

- i. Diplomain Secretarial Studies or any related;
- ii. Computer Skills or equivalent qualifications from recognized institution who have passed Shorthand (English) and HatiMkato (Kiswahili) at a speed of 80 words per minute;
- iii. Computer knowledge (MS-Word, MS-Excel, Internet, Email, MS-Publisher) aquired from a recognized institution.

MODE OF APPLICATION AND DEADLINE

Shinyanga Region Cooperative Union (1984) Ltd is an equal opportunity employer. Qualified candidates should apply in writing to or lodge their applications at the address shown below, enclosing:

1. *Application letter showing how they meet the requirements of the position with reliable contacts stating name in full, telephone numbers and email addresses of the candidate;*
2. *An up to date Curriculum Vitae with names and full reliable contacts of at least three (3) referees;*
3. *Applicants should send Copies of relevant academic/professional certificates as well as a birth Certificate and National ID Card;*
4. *Applicants who studied abroad must attach proof of their qualifications/equivalence accreditation from local authorities (TCU/NACTE/NECTA); and*
5. *Applicants must indicate the position applied for on top of the envelope with the application letter.*

Closing date: Applications should reach the undersigned not later than **2:00 pm** on **Saturday, 29th June 2024.**

General Manager,
Shinyanga Region Cooperative Union (1984) Ltd,
P. O. Box 349,
SHINYANGA.
Email: info@shireculimited.co.tz

Issued by

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Board Chairperson

SHIRECU <1984> LTD
P. O. Box 349
SHINYANGA
TANZANIA