KAHAMA CO-OPERATIVE UNION (KACU) LTD
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KAHAMA-SHINYANGA

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JOB VACANCIES

Kahama Co-operative Union Limited (KACU Ltd), bearing registration number AFFF-SHY-KMC-TC-2022-7, was incorporated in Tanzania in 1994 in accordance with the Co-operative Societies Act No. 15 of 1991. The Union currently operates pursuant to the Co-operative Societies Act, Cap 211 and maintains its headquarters in Kahama, Shinyanga Region.

Having evolved into a robust and autonomous organization, the Union is currently seeking to strengthen its workforce. We invite applications from qualified, dedicated, and highly motivated Tanzanian professionals to fill the following vacancies:-

1. OPERATIONS MANAGER (1 Vacancy)

1.1 Nature and scope

The successful candidate will report to the General Manager and oversee all agricultural operations to ensure efficient production, optimal resource utilization, cost control, product quality and compliance with approved plans, budgets, technical standards, environmental, occupational health and safety requirements as well as applicable government regulations.

1.2 Duties and Responsibilities

i. Develop and implement annual, seasonal, monthly, and weekly operational plans in line with organizational objectives.
ii. Ensure timely execution of agricultural activities in accordance with cropping calendars and seasonal conditions.
iii. Monitor farm operations and ensure that production targets, quality standards, and delivery schedules are achieved.
iv. Coordinate the implementation of good agricultural practices and appropriate production technologies.
v. Ensure the proper use of seeds, fertilizers, pesticides, irrigation water, and other agricultural inputs and coordinate pest, disease, weed, and soil fertility management in collaboration with technical personnel.
vi. Identify operational challenges affecting production and implement corrective measures.
vii. Promote improved farming techniques, mechanization, and appropriate agricultural innovations to increase productivity.
viii. Prepare operational budgets and work plans for agricultural activities by monitoring expenditure against approved budgets and investigating significant cost variances.
ix. Prepare cost estimates for production activities and provide recommendations for improving profitability.
x. Provide operational information and recommendations to senior management to support decision-making.

xi. Supervise, guide, and evaluate field officers and other operational staff by allocating duties and responsibilities according to operational requirements and staff competencies.
xii. Evaluate new agricultural technologies, production methods, and management systems.
xiii. Promote sustainable practices that support long-term agricultural productivity and business growth.
xiv. Prepare quarterly report regarding operations and production activities and present it to the board.
xv. Perform any other related functions as directed by the supervisor.

1.3 Qualifications, Knowledge, and Experience

i. A bachelor degree in Economics, Agronomy, Agricultural Economics, Agricultural Engineering, Agribusiness Management, Development Finance, Investment Planning, Project Planning and Management or another relevant field from a recognized institution
ii. A valid driving license and relevant professional training or certifications in farm management, agricultural production, occupational health and safety, irrigation, or project management will be an advantage.
iii. Three (3) years of professional experience in agricultural production, farm management, agribusiness operations or a related field.

2. FACTORY ENGINEER (1 Vacancy)

2.1 Nature and scope

The successful candidate will report directly to the General Manager and will be responsible for the operation and supervision of both the cotton ginning, oil mill facilities and equipment.

2.2 Duties and Responsibilities

i. Design and develop new production processes and improve existing ones to increase speed, efficiency and output for cotton ginning Plant, Oil mill plant and equipment.
ii. Oversee the installation, maintenance and repair of factory equipment and machinery to ensure efficient operation.
iii. Monitor production processes to ensure products meet established quality standards and specifications.
iv. Conduct regular safety inspections and ensure all operations comply with health and safety regulations.
v. Analyze production data, identify trends, and generate reports to provide actionable insights to management for strategic decision-making.
vi. Manage budgets, procurement, and project timelines for engineering projects.
vii. Coordinate with other departments (e.g. production, accounting, supply chain) to resolve production issues and ensure seamless workflow.
viii. Provide technical expertise and training to factory staff.
ix. Perform any other related functions as directed by the supervisor.

2.3 Qualifications, Knowledge, and Experience

i. A Bachelor's degree in Mechanical Engineering, industrial Engineering or Manufacturing Engineering.
ii. At least 3 years of experience in a manufacturing environment.
iii. Professional Engineer (PE) certification or other industry-specific certifications can be beneficial.

iv. Proficiency in Computer Aided Design (CAD) software and other engineering tools is crucial for design and simulation.
v. Ability to manage time, resources and projects efficiently.
vi. Ability to innovate and find novel solutions for production challenges.
vii. Possesses strong interpersonal skills with a proven ability to cultivate, coordinate, and foster a spirit of teamwork while effectively managing cross-functional teams.

3. INTERNAL AUDITOR (1 Vacancy)

3.1 Nature and scope

The successful candidate will report directly to the Board of Directors and administratively to the General Manger of KACU Ltd. Key responsibilities include evaluating the Union's internal controls, encompassing corporate governance and accounting processes. Furthermore, the candidate will be responsible for ensuring adherence to all applicable laws, policies and regulations, while facilitating the maintenance of accurate, timely financial reporting and robust data collection practices.

3.2 Duties and Responsibilities

i. Review and report on the adequacy of controls over the collection, handling, and utilization of office financial and non-financial resources.
ii. Monitor and report on adherence to operating systems as outlined in relevant laws, regulations, and directives from the Registrar of Co-operatives to ensure proper fund management.
iii. Review and verify the accuracy of settings and distributions for revenue and expenditure accounts.
iv. Evaluate and report on the accuracy of calculations and financial information prepared by the office.
v. Assess the effectiveness of existing systems used to protect Union assets and conduct regular audits of those assets.
vi. Review and provide advice on office activities and plans to ensure alignment with the Union's mission, vision, and core values.
vii. Review and report on management's responses to external audit findings and support the implementation of recommendations.
viii. Assist in the implementation of recommendations provided by external auditors.
ix. Evaluate existing operational and technological systems and provide recommendations for improvement.
x. Develop comprehensive work plans and strategic audit plans.
xi. Prepare and maintain audit schedules.
xii. Conduct value-for-money audits on development projects and other Union operations, providing professional advice accordingly.
xiii. Provide audit opinions and advisory support regarding necessary rectifications where required.
xiv. Perform any other related functions as directed by the supervisor.

3.3 Qualifications, Knowledge, and Experience

i. Bachelor is Degree in Accountancy/Finance or related field.
ii. Holder of an internationally recognized accountancy certification such as CPA or ACCA.
iii. Minimum of 3 years relevant experience in a reputable organization.
iv. Should have computer skills.

4. HUMAN RESOURCES OFFICER (1 Vacancy)

4.1 Nature and scope

Reporting to the General Manager, the successful candidate will be responsible for implementing and coordinating human resource policies, procedures, and practices to ensure effective workforce management and full compliance with applicable labor laws and organizational mandates. The Human Resource Officer will collaborate closely with department heads, staff, and management to ensure the organization maintains the necessary talent, skills, and competencies required to achieve its operational and strategic objectives. Furthermore, the incumbent will be expected to identify staffing gaps, facilitate professional development, enhance staff performance, and ensure that human resources initiatives actively support the achievement of the Union's strategic objectives.

4.2 Duties and Responsibilities.

i. Coordinate recruitment and selection processes in alignment with approved staffing plans and organizational procedures.
ii. Coordinate recruitment and placement of staff as per governing laws, policies, regulations and guidelines;
iii. Coordinate onboarding and orientation processes for new hires.
iv. Maintain accurate, comprehensive, and confidential personnel files and employee records.
v. Prepare and update employment contracts, job descriptions, staff directories, and employee information databases.
vi. Maintain precise records regarding promotions, transfers, confirmations, leave, disciplinary actions, and contract renewals.
vii. Collect and verify data pertaining to employee attendance, overtime, leave, and other payroll-related requirements.
viii. Assist in the administration of employee benefits, including insurance, pension arrangements, and other entitlements, in compliance with applicable laws and Union policies.
ix. Maintain accurate records for all categories of personnel, including casual, temporary, seasonal, and permanent staff.
x. Monitor employee attendance, punctuality, and absenteeism through rigorous registers, timesheets and leave records.
xi. Coordinate various leave arrangements, including annual, sick, maternity, and paternity leave.
xii. Assist in conducting disciplinary investigations and hearings, ensuring all documentation aligns with governing policies, procedures and labor regulations.
xiii. Coordinate staff training and maintain comprehensive records of employee training, qualifications, competencies, and certifications.
xiv. Prepare periodic HR reports covering staffing levels, recruitment metrics, turnover, absenteeism, leave, training, and disciplinary cases.
xv. Maintain accurate HR statistics and workforce data to support organizational decision-making.
xvi. Maintain HR business partnership spirit with management as well as with the regulatory authorities.
xvii. Perform all HR functions and any other related duties as assigned by supervisor

4.3 Qualifications, Knowledge, and Experience

i. A bachelor degree in Human Resource Management, Labour or Industrial Relations, Public Administration, or another relevant field from a recognized institution.

ii. Training or certification in labour laws, payroll administration, industrial relations, occupational health and safety, performance management, or HR information systems will be an added advantage.
iii. Proficiency in computer applications, particularly Microsoft Word, Excel, email, and HR Information Management Systems.
iv. Three (3) years of relevant professional experience in human resource management or a related field.

5. TRANSPORT OFFICER (1 Vacancy)

5.1 Nature and scope

The successful candidate will report directly to the General Manager and be responsible for coordinating, managing, and monitoring the organization's transport operations. This role ensures the safe, efficient, timely, and cost-effective movement of employees, agricultural inputs, equipment, and produce.

Key responsibilities include overseeing vehicle allocation, trip scheduling, driver supervision, fuel consumption monitoring, and vehicle maintenance. Furthermore, the officer is responsible for managing transport documentation and ensuring strict compliance with all traffic laws and organizational transport policies to guarantee that the fleet remains well-maintained, roadworthy, and capable of supporting daily operational requirements.

5.2 Duties and Responsibilities

i. Prepare and implement daily, weekly, and monthly transport schedules to meet operational requirements.
ii. Coordinate vehicle allocation and dispatch based on approved requests.
iii. Optimize transport routes to minimize travel time, fuel consumption, and operating costs.
iv. Ensure the timely and reliable transportation of goods, equipment, and personnel.
v. Monitor transport operations to proactively resolve delays, shortages, and logistical challenges.
vi. Manage the use of third-party transport services when required.
vii. Maintain an accurate register of all organizational fleet assets, including vehicles and motorcycles.
viii. Ensure vehicles are assigned to authorized drivers and used only for approved purposes.
ix. Manage comprehensive records for vehicle registration, insurance, inspections, and permits.
x. Track vehicle mileage, operating hours, and service intervals while ensuring secure parking.
xi. Develop and execute preventive maintenance schedules, including routine servicing and repairs.
xii. Maintain detailed logs of all maintenance, breakdowns, repairs, and parts replacements.
xiii. Report recurring mechanical issues and recommend strategies to enhance fleet reliability.
xiv. Monitor fuel consumption against efficiency standards by verifying logs, receipts, and mileage reports.
xv. Prepare driver duty rosters and oversee staff attendance, punctuality, and performance.
xvi. Coordinate professional training for drivers, including road safety programs, and address performance concerns according to policy.
xvii. Perform any other related duties as may be assigned by the supervisor in accordance with the scope and purpose of the position.

5.3 Qualifications, Knowledge, and Experience

i. Bachelor degree in Transport and Logistics Management, or another relevant field from a recognized institution.

ii. A valid driving license and relevant professional training or certification in fleet management, transport operations, logistics, occupational health and safety, or defensive driving will be an added advantage.

iii. Computer literacy, including proficiency in Microsoft Word, Excel, email, and transport recordkeeping systems.

iv. Knowledge of vehicle maintenance procedures, transport documentation, and fleet monitoring systems.

v. At least **2 years of relevant professional experience** in transport operations, fleet management, logistics or a related field.

6. PERSONAL SECRETARY (1 Vacancy)

6.1 Nature and scope

The successful Reporting to the General Manager, the Personal Secretary provides administrative, secretarial, and organizational support to senior leadership. Responsibilities include managing correspondence, scheduling, record-keeping, and handling confidential information. The role serves as a key liaison between leadership, staff, clients, and external stakeholders to ensure efficient office operations.

6.2 Duties and Responsibilities

i. Draft, edit, and format official documents, reports, and minutes.
ii. Manage daily office operations and administrative resources.
iii. Maintain the office diary and schedule office appointments.
iv. Handle all incoming and outgoing correspondence and communications.
v. Maintain and organize physical and electronic filing systems.
vi. Ensure secure, confidential handling of sensitive information.
vii. Coordinate supervisor's travel arrangements and documentation.
viii. Provide professional reception for visitors and stakeholders.
ix. Assist with data compilation, reporting, and document reproduction.
x. Ensure secretarial and administrative activities comply with the organization's policies, procedures, professional standards and applicable laws and regulations.
xi. Perform additional administrative duties as assigned by the supervisor.

6.3 Qualifications, Knowledge, and Experience

i. Applicants must possess a Form Four or Form Six certificate and hold a Diploma (NTA Level 6) in Secretarial Studies. Furthermore, candidates are required to demonstrate proficiency in Kiswahili and English shorthand at a speed of 80 words per minute (w.p.m.), as well as provide evidence of training in office computer applications including Word, Excel, PowerPoint, the Internet, E-mail, and Publisher from a government recognized institution.

ii. Applicants must have a minimum of two (2) years of professional experience in a similar role.

7. MECHANICS TECHNICIAN (1 Vacancy)

7.1 Nature and scope

The successful candidate reports to the Transport Officer and is responsible for inspecting, servicing, maintaining, diagnosing, and repairing motor vehicles, machinery, and equipment. Key duties include identifying faults, performing preventive and corrective maintenance, replacing components, and conducting tests to ensure operational and safety standards are met.

7.2 Duties and Responsibilities

i. Inspect motor vehicles, machinery, and mechanical equipment to identify defects, damage, wear, and potential mechanical failures.
ii. Perform routine servicing, lubrication, adjustments, oil changes, filter replacement, and other scheduled maintenance activities.
iii. Diagnose mechanical problems using appropriate diagnostic tools, testing equipment, and established troubleshooting procedures.
iv. Repair, overhaul, and replace defective mechanical components, including engines, gearboxes, clutches, braking systems, suspension systems, steering systems, and transmission components.
v. Service, repair, and maintain petrol and diesel engines to ensure efficient performance and reliability.
vi. Inspect, maintain, and repair braking systems, steering mechanisms, tyres, suspension systems, and other safety-related components.
vii. Conduct operational tests and inspections after repairs to confirm that vehicles, machinery, and equipment are functioning properly and safely.
viii. Assist in preparing and implementing preventive maintenance schedules for vehicles, machinery, and other mechanical equipment.
ix. Operate, maintain, and safely store workshop tools, machinery, diagnostic instruments, and other maintenance equipment.
x. Identify required spare parts, prepare requisitions, and assist in monitoring the availability and proper use of spare parts and consumables.
xi. Maintain accurate records of inspections, servicing, repairs, spare parts used, equipment condition, and maintenance costs where required.
xii. Report major mechanical defects, recurring failures, and equipment conditions requiring specialized repair or replacement to the responsible supervisor.
xiii. Provide technical advice and guidance to vehicle operators and other relevant personnel on the proper use, care, and maintenance of vehicles and mechanical equipment.
xiv. Perform any other related duties as may be assigned by the supervisor in accordance with the purpose and scope of the position.

7.3 Qualifications, Knowledge, and Experience.

i. Certificate of Secondary Education.
ii. Certificate in Motor Vehicle Mechanics, vocational or professional certification or an equivalent qualification from a recognized technical or vocational training authority.
iii. Relevant practical training in vehicle maintenance, engine repair, mechanical systems, and workshop practices.
iv. Knowledge of modern automotive diagnostic equipment and mechanical testing tools.

v. A valid driving license may be an added advantage or a requirement where the duties involve driving or road-testing vehicles.
vi. Additional training in heavy-duty vehicles, plant and machinery maintenance, diesel engines, or hydraulic systems will be an added advantage.
vii. Two (2) years extensive practical experience in preventive maintenance, component replacement, mechanical overhauls, motor vehicle maintenance, mechanical repairs, workshop operations, and machinery maintenance and similar works.

8. DRIVERS (7 Vacancy)

8.1 Nature and scope

The successful candidate will report directly to the Transport Officer. Key responsibilities include operating vehicles for the transport of goods or passengers, ensuring strict adherence to traffic regulations, and performing regular vehicle inspections and routine maintenance. Furthermore, the role involves efficient route planning, the supervision of loading and unloading activities, meticulous record keeping, and the consistent delivery of professional and high-quality customer service.

8.2 Duties and Responsibilities

i. Safely operate the assigned vehicle, following all traffic laws and safety regulations.
ii. Conduct pre-trip inspections, perform basic maintenance (like checking fluids and tires), and promptly report any malfunctions.
iii. Keep the vehicle's interior and exterior clean and presentable.
iv. Complete required paperwork, such as logs, mileage reports, and incident reports.
v. Use GPS, maps, and knowledge of the area to plan the most efficient routes for timely deliveries.
vi. Follow schedules and timetables while also being able to adapt to traffic and congestion for efficient operations.
vii. Manage safe loading and unloading of cargo, luggage, or equipment as required.
viii. Maintain accurate records of mileage, fuel consumption, and trip details.
ix. Communicate effectively with dispatchers, clients, and logistics teams.
x. Carry out any other related duties as assigned by the supervisor from time to time.

8.3 Qualifications, Knowledge, and Experience

i. Valid Driving License Class E or C1.
ii. Certificate of Competence/Verification issued by Traffic Department.
iii. Secondary Education Certificate (Form IV or VI).
iv. Certificate in Driving issued by NIT, VETA or any other recognized institution.
v. At least two (2) years full time HDV driving experience in a reputable organization

9. MODE OF APPLICATION AND DEADLINE

9.1 Required Attachments:

i. Signed cover letter detailing job suitability, updated Curriculum Vitae (CV) with reliable contact information for three professional referees (being from former work place, professional or Leaning Academic Institution), certified copies of academic transcripts and professional

certificates, nationality evidence (NIDA Identity/Passport or the like) and.

ii. Certificates obtained from foreign institutions must be verified by accredited local authorities such as Tanzania Commission for Universities (TCU) or NACVET.

9.2 General guideline:

i. Kahama Co-operative Union Limited is an equal opportunity employer.

ii. Canvassing or any kind of cheating shall lead to automatic disqualification.

iii. Qualified candidates should confidently apply in writing to or lodge their applications at the address shown below not later than 4.00 pm on **18 December, 2026.**

General Manager,
Kahama Co-operative Union Limited,
P.O. Box 51,
KAHAMA.
Email: *kacultd@kacultd.co.tz*

KAHAMA CO OPERATIVE UNION (KACU) LTD
MOB: 0734 310614
REG NO. 5493
Email: kacultd@kacultd.co.tz
P.O. Box 51 - KAHAMA

Issued by;

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BOARD CHAIRPERSON