

MILAMBO CO - OPERATIVE UNION LIMITED

MILAMBO CU (2018) LTD - REG. NO. AFF-TBR-URA-DC-2023-57

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URAMBO.

Ref.No.AC7/199/01/32

27th OCTOBER, 2025.

JOB VACANCIES

Milambo Co-operative Union Limited (2018) Ltd was established in 2018 following its separation from WETCU. Headquartered in Urambo District, the Union operates under the Co-operative Societies Act No. 6 of 2013 (as amended in 2025) and is registered under No. AFF-TBR-URA-DC-2023-57. It unites 237 Primary Agricultural Co-operative Societies mainly engaged in tobacco farming across Urambo and Kaliua Districts in Tabora Region. The Union's mission is to enhance the efficiency of tobacco marketing and to provide essential services, capacity building and support to its member societies.

The Board of the Union now invites applications from qualified, committed, and experienced Tanzanians to fill the following **ten (10)** vacant positions based at Urambo Head Office: -

1.0 ACCOUNTS OFFICER (1 POST)

1.1 NATURE AND SCOPE

The successful candidate will report to the Chief Accountant. He/she will be responsible for financial reporting, maintenance of accounts, budget preparation, supporting financial controls and routine processing of the transactions relating to Finance.

1.2 DUTIES AND RESPONSIBILITIES

- i. Prepare petty cash vouchers and arrange for withdrawal of funds from the bank.
- ii. Receive and process daily bank communications and cash/bank transactions.
- iii. Maintain the fixed asset register and reconcile it monthly with the general ledger.
- iv. Conduct periodic physical verification of assets to ensure their existence and carry out asset valuations when required.
- v. Reconcile accounts payable and receivable, including weekly reconciliation and maintenance of the inventory sub-ledger at the entity level.
- vi. Assist the Chief Accountant in the preparation of final accounts.
- vii. Prepare monthly, quarterly, and annual financial reports.

- viii. Participate in budget preparation and expenditure monitoring.
- ix. Ensure proper management of imprest and adherence to retirement procedures.
- x. Perform any other related duties as may be assigned by the supervisor from time to time.

1.3 QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- i. Holders of Bachelor's Degree in Accountancy/Finance or equivalent from a recognised higher learning institution;
- ii. Evidence of on-going NBAA Professional Examination Scheme will be of added advantage;
- iii. Proficiency in computer accounting packages is preferred; and
- iv. At least two (2) years of relevant experience.

1.4 SALARY SCALE: MCUSS-D1

2.0 ACCOUNTS ASSISTANT (1 POST)

2.1 NATURE AND SCOPE

The successful candidate will report to the Chief Accountant. He/she will be responsible in assisting the Accounts Officer in maintaining day-to-day accounting and financial records

2.2 DUTIES AND RESPONSIBILITIES

- i. Prepare payment vouchers and ensure all supporting documents are complete and properly authorized.
- ii. Maintain accurate financial records and ledgers in accordance with accounting standards and organizational policies.
- iii. Assist in preparing bank reconciliations and financial reports.
- iv. File financial documents systematically and ensure their safety, confidentiality, and easy retrieval.
- v. Record daily financial transactions in the accounting system.
- vi. Assist in the preparation of monthly financial statements.
- vii. Ensure proper documentation and recording of all receipts and payments.
- viii. Prepare petty cash reports and perform regular bank reconciliations.
- ix. Perform any other related accounting duties as may be assigned by the supervisor from time to time.

2.3 QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- i. Diploma in Accountancy/Finance or similar qualification from a recognized institution;
- ii. At least one (1) year of relevant experience;
- iii. Knowledge of accounting software is preferred.

2.4 SALARY SCALE: MCUSS-C1

3.0 INTERNAL AUDIT OFFICER (2 POSTS)

3.1 NATURE AND SCOPE

The successful candidate will report to the Chief Internal Auditor. He/she will be responsible for providing audit services, particularly review financial controls, ensure regulatory compliance and assist risk management processes of the Union.

3.2 DUTIES AND RESPONSIBILITIES

- i. Review and evaluate the adequacy and effectiveness of internal controls in operational areas and recommend improvements.
- ii. Design, implement, and monitor internal financial control systems.
- iii. Conduct internal audits to assess the efficiency, effectiveness, and compliance of established procedures.
- iv. Review accounting records and prepare accurate and timely audit reports.
- v. Discuss audit findings and recommendations with respective units and report significant issues to Management and the Board.
- vi. Assess compliance with organizational policies, procedures, and relevant regulations.
- vii. Follow up on the implementation of management decisions on audit recommendations.
- viii. Conduct special audits where financial or operational malpractices are suspected.
- ix. Prepare and submit high-quality management, Board, and regulatory audit reports on time.
- x. Perform any other related duties as assigned by the supervisor.

3.3 QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- i. Bachelor Degree or Advanced Diploma in Accounting/ Finance or related field from recognized Institution
- ii. Evidence of on-ongoing NBAA Professional Examination Scheme will be of added advantage;
- iii. At least two (2) years of relevant experience;

3.4 SALARY SCALE: MCUSS-D1

4.0 ASSISTANT PROCUREMENT OFFICER (1 POST)

4.1 NATURE AND SCOPE

The successful candidate will report to the Procurement and Store Officer. He/she will be responsible to provide assistance in processes and functions related to procurement, stores management and compliance with governing Public Procurement Act and related guidelines.

4.2 DUTIES AND RESPONSIBILITIES

- i. Initiate material requisition and maintain stores ledger and records;
- ii. Coordinates stock taking;
- iii. Negotiates with supplier agreements and vendor contracts;
- iv. Assist in maintenance of up-to-date inventory of all the enterprises vehicles, office machines, furniture and other equipment and ensure that all such assets are at all times maintained in proper working condition;
- v. Participate in the preparation of Annual Procurement Plan;
- vi. Prepare purchase orders as per approved tenders/quotes;
- vii. Ensure creditors payments are in accordance with company payments terms;
- viii. Prepare procurement requisitions and tender documents;
- ix. Maintain procurement records and supplier databases;
- x. Assist in evaluating bids and issuing purchase orders;
- xi. Carry out any other related duties as assigned by the Supervisor from time to time.

4.3 QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- i. Diploma in Procurement/Supply Chain Management or related discipline from a recognized University/Institution;
- ii. Computer literate and registered by PSPTB;
- iii. At least two (2) years of relevant experience;

4.4 SALARY SCALE: MCUSS-C1

5.0 ASSISTANT AGRICULTURAL FIELD EXTENSION OFFICERS (2 POSTS)

5.1 DUTY STATION – KALIUA AND URAMBO (Within Area of Operation of the Union)

5.2 NATURE AND SCOPE

The successful candidates will report to Operation Manager. He/she will be responsible for providing agricultural extension services to farmers to improve crop productivity and quality of their agricultural produce.

5.3 DUTIES AND RESPONSIBILITIES

- i. Provide extension education and advisory services to farmers on their farms to ensure optimal production;
- ii. Advise farmers on cost-saving measures related to farming equipment and production procedures;
- iii. Assist farmers in complying with crop production and quality standards;
- iv. Oversee crop quality control activities at the AMCOS level;
- v. Train farmers on crop management, soil conservation and pest control practices;
- vi. Collect, analyze and report field data for effective planning and evaluation;
- vii. Perform any other related duties as may be assigned by the supervisor from time to time.

5.4 QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- i. Diploma in Agriculture/Agronomy or related discipline from recognized institution;
- ii. Valid Class 'A' driving license;
- iii. At least one (1) year of experience in Tobacco Agricultural Extension Services;
- iv. Computer literacy is preferred.

5.5 SALARY SCALE: MCUSS-C1

6.0 ASSISTANT ICT OFFICER (1 POST)

6.1 NATURE AND SCOPE

The successful candidate will report to Administrative Manager. He/She will be responsible to assist in ICT system management, maintenance, user support and pioneer technology-driven communication in the Union.

6.2 DUTIES AND RESPONSIBILITIES

- i. Assist in the installation, configuration, and maintenance of ICT systems;
- ii. Provide first-level technical support to system users;
- iii. Monitor network performance and resolve connectivity issues promptly;
- iv. Support regular data backup and ensure information security measures are implemented;
- v. Install and maintain computer hardware, software, and network infrastructure;
- vi. Provide user support and troubleshoot ICT-related problems efficiently;
- vii. Manage data backup schedules and safeguard digital assets;
- viii. Update and maintain the Union's website, database, and digital platforms;
- ix. Support electronic record-keeping, ICT-based reporting, and digital transformation initiatives; and
- x. Carry out any other related duties as assigned by the Supervisor from time to time.

6.3 QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- i. Diploma in ICT/Computer Science;
- ii. Experience in database and network management is preferred;
- iii. Knowledge of basic cybersecurity will be an added advantage;
- iv. At least one (1) year of experience in ICT support or systems maintenance.

6.4 SALARY SCALE: MCUSS-C1

7.0 DRIVER (2 POSTS)

7.1 NATURE AND SCOPE

The successful candidate will report to Administrative Manager. He/she will be responsible for safe driving and proper maintenance of the Union's vehicles to ensure smooth transportation of staff and goods.

7.2 DUTIES AND RESPONSIBILITIES

- i. Drive and maintain the Union's motor vehicle in a safe and efficient manner.
- ii. Keep custody of the vehicle service schedule to ensure that the assigned vehicle is regularly serviced, maintained and kept clean.
- iii. Carry out routine inspections, identify defects, perform minor maintenance and promptly report any detected faults or mechanical problems.
- iv. Verify and confirm that all repairs and maintenance work on the vehicle have been properly carried out.
- v. Maintain an accurate and up-to-date vehicle logbook and fuel usage to ensure accountability and efficient consumption.
- vi. Ensure the security and safety of the vehicle and its contents at all times.
- vii. Ensuring timely and safe transportation of staff, goods, or documents as required.
- viii. Report any faults, accidents or incidents involving the vehicle immediately to the Supervisor.
- ix. Perform any other related duties as may be assigned by the Supervisor from time to time.

7.3 QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- i. Holders of Certificate of Secondary Education (CSEE) with Valid Class 'C' driving license;
- ii. Basic knowledge of motor vehicle mechanics is an added advantage;
- iii. At least two (2) years relevant work experience in a reputable institution.
- iv. Ability to communicate in English and Kiswahili;

7.4 SALARY SCALE: MCUSS-B1

8.0 GENERAL INFORMATION/REQUIREMENT

Milambo Co-operative Union Limited is an equal opportunity employer. Qualified candidates should apply in writing to the address below, observing the following conditions: -

1. Applicants must be Tanzanian citizens (evidence must be attached);
2. Attach an up-to-date CV, certified academic transcripts and professional certificates.
3. Applications should indicate reliable contact details and three referees in their CVs;
4. Deadline for applications: 09th November, 2025.
5. Certificates from foreign institutions must be accompanied by equivalence accreditations from local authorities;
6. Applicants must indicate the position applied for on top of the envelope of the application letter/Email heading
7. Only shortlisted candidates will be contacted for interview.

A signed application letter should be written in either English or Swahili and addressed to:
General Manager,

Milambo Co-operative Union Ltd

P.O. Box 186,

URAMBO -TABORA.

Email: milambocultd@gmail.com

Issued by



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Board Chairperson

