

MKULAZI HOLDING COMPANY LIMITED



VACANCY ANNOUNCEMENT – 25TH FEBRUARY, 2022

Mkulazi Holding Co. Ltd (MHCL) is a company owned by the National Social Security Fund (NSSF) and Prisons Corporation Sole (PCS). The Company was established on **06th September 2016**. The main objective of the company is to undertake production of sugar in Tanzania.

The company wishes to invite competent, qualified, experienced and dedicated Tanzanians to fill in the vacancy positions currently available in the company. **WOMEN ARE HIGHLY ENCOURAGED TO APPLY FOR THESE POSITIONS** as follows:

1. PROCESSING ENGINEER – 1 POSITION: The Job Purpose is to prepare long/ short term operational and financial plans and provide direction, technical guidance and leadership in sugar production so as to ensure long term growth, development and sustainability.

Key Roles & Responsibilities:

i. Controls and coordinates manufacturing process;

- ii. Aligns the company's strategic plan with operations;
- iii. Adopts and embed agreed best practices, framework and minimum standards;
- iv. Contributes to reviewing of standards and operating procedures;
- v. Provides alignment between factory crush plans and crop production farm plans;
- vi. Leads technical problem-solving issues;
- vii. Optimizes sugar production performances;
- viii. Establishes and lead a problem solving approach through the sugar production function;
- ix. Ensures that sugar production teams fully leverage their available support towards attaining set targets;
- x. Oversees effective talent and performance management;
- xi. Builds a strong leadership team and talent pipeline within the sugar production activity;
- xii. Ensures that goods and services are produced efficiently in all factories;
- xiii. Identifies Key performance indicators in both factories in all positions;
- xiv. Promotes adherence to company policies and systems, and
- xv. Perform any other lawfully duties assigned by supervisor.

Academic Qualifications:

Bachelor of Science in Food Production or equivalent Qualifications and must be registered with a professional body.

Experience:

Four (4) years' experience in food processing.

Salary Scale: MGSS4/D2/MIN.

2. Mechanical cum Factory Engineer – 1 POSITION – The job purpose is to plan, co-ordinate and manage effectively all Engineering and Administrative activities in Engineering Section so as to ensure that there are no down time and achieve set targets/goals during both crushing and Off crop periods in the most economical, efficient and cost effective way.

Key Roles & Responsibilities:

- i. Prepares and monitors budget;
- ii. Ensure that quality standard of the mill operations are within the company's set parameters;
- iii. Performs all tasks according to the company's set sugar's quality safety, health, environment policies and procedures;
- iv. Ensures that the Mill operates properly so that all available cane is crushed at the set extraction rate and within the lowest levels of the lost time as a percentage of the available time;
- v. Timely orders delivery of all required spares and tools for off crop maintenance season;
- vi. Supervises the milling plant effectively;
- vii. Monitors and controls all shift operations;
- viii. Interprets periodical production results;
- ix. Plans, coordinates and allocates tasks to his/her subordinates;
- x. Coordinates plans for preventive maintenance programme and meet set stop time during the crushing period;
- xi. Keeps abreast with the latest developments in the area of technical and engineering expertise;
- xii. Monitors and conducts performance reviews;
- xiii. Identifies skills gaps of his subordinates and proposing development plans;
- xiv. Ensures proper recruitment of new employees in his section;
- xv. Recommends appropriate disciplinary action for breach of disciplinary code of conduct;
- xvi. Improves personal effectiveness and productivity of all employees under his/her charge; and
- xvii. Perform any other lawfully duties assigned by supervisor.

Academic qualifications:

Bachelor's degree in Mechanical Engineering, Agriculture Engineering or Chemical Processing Engineering or equivalent qualifications. Must be registered with a professional body.

Experience

Four (4) years' experience in sugar processing and/or cane production.

Salary Scale: MGSS4/D2/MIN.

3. PUBLIC RELATION OFFICER – 1 POSITION: The Job Purpose is to assist in ensuring there is good relations with the community that surrounds the estates and to guarantee good public image of the company to the general public. Prepare press releases and monitor the impact to the public.

Key Roles & Responsibilities:

- i. Assist in developing and operationalizing Public Relations and Communication Strategy;
- ii. Assist in developing and implement Corporate Social Responsibility Policy;
- iii. Assist to create, cultivate and deepen strategic partnerships with key community surrounding the estate;
- iv. Represent the company to the community through participation in community events and

networking;

- v. Assist to engage and motivate employees to participate in community involvement;
- vi. Collaborate and communicate with the Finance and Commercial to effectively promote community and public relations;
- vii. Establish and maintain rapport with media houses and individual members of the media to foster good image of the company;
- viii. Oversee all advertising, promotional activities and special events;
- ix. Oversee protocol and etiquettes issues including preparation of speeches for various use;
- x. Facilitate designing and management of the company website;
- xi. Assist to oversee preparation and publication of newsletters and other company information;
- xii. Assist to develop and implement Complaint Management Strategy;
- xiii. Prepare press releases and monitor the impact to the public; and
- xiv. Perform any other lawfully duties assigned by supervisor.

Academic Qualifications:

Bachelor degree in Mass Communication, Journalism, Marketing or related fields.

Experience:

Three (3) years' experience in similar position.

Salary Scale: MGSS3/C3/MIN

4. PHARMACEUTICAL ASSISTANT (RE- ADVERTISED) - 1 POSITION: The job purpose is to dispense drugs prescribed by physician and other health practitioners and provide information to patients about medication and their use reporting to Medical services Manager.

Key Roles & Responsibilities:

- i. Dispenses prescription medication and other medical products to patients under direction of licensed pharmacist;
- ii. Counts pills, labels bottles, prices, and compounds medications to prepare prescriptions for patients as directed;
- iii. Performs administrative duties, including answering phones, receiving and inputting prescription orders, operating cash registers, and restocking inventory;
- iv. Gathers, organizes and assesses patient information;
- v. Supplies patients with information and education on their prescriptions;
- vi. Monitors prescription-filling process to ensure compliance with relevant regulations and pharmacy policies;
- vii. Liaises with healthcare providers and patients to obtain correct prescription information;
- viii. Answers patients' questions about their medications;
- ix. Takes inventory of drugs on hand and records results;
- x. Places orders for additional drugs;
- xi. Maintains electronic patient information;
- xii. Prepares billing information for medications;
- xiii. Completes patients' sales transactions for purchase of prescription and over-the-counter medications as well as other pharmaceutical products; and
- xiv. Perform any other lawfully duties assigned by supervisor.

Academic Qualifications and Experience:

Holder of certificate in Pharmaceutical from a recognized Institution with valid license to practice the professional. He/She should have a minimum of two (2) years working as Pharmaceutical Assistant.

Salary Scale: MGSS2/B3/MIN.

5. DRIVERS - LIGHT VEHICLES - 5 POSITIONS - The person will be responsible to Drive Light vehicle in safe and professional manner on public highways, roads, and at various job sites to deliver/transport materials and personnel.

Key Roles & Responsibilities:

- i. Drives according to the given instructions;
- ii. Picks up light tools and spares to and from the factory;
- iii. Attends all emergencies requiring the use of pool vehicle;
- iv. Ensures effective communication;
- v. Checks and monitor the vehicle running condition;
- vi. Prepares the vehicle for services;
- vii. Checks and control fuel level;
- viii. Parks at work place and be available; and
- ix. Performs any other duties as assigned by relevant authority.

Academic Qualifications and Experience:

Form IV and above plus three (3) years of working experience in driving while holding a class "C" driving license.

Salary Scale of MGSS2/B2/MIN

GENERAL CONDITION: All applicants should have accomplished Secondary School Education and possess an Ordinary Certificate or an Advanced Certificate of Secondary Education and should not be above 45 years of age.

MODE OF APPLICATION:

Candidates meeting the requisite qualifications should submit their written applications and detailed CV to the address below **WITH THE POSITION APPLIED WRITTEN ON THE TOP OF THE ENVELOPE**, describing how they see themselves qualifying for the applied position. They should also send copies of Academic Certificates, three referees, daytime telephone numbers and e-mail address. The closing deadline for all applications is 14 days after the advert. Only shortlisted candidates will be contacted. Applications sent by e-mail shall not be considered.