



MERU AGRO-TOURS & CONSULTANTS CO. LTD

M/S Meru Agro-Tours & Consultants Co. Ltd (MATCC) is a local private company based in Arusha that specializes in Agricultural inputs business. The company deals with multiplication and distribution of agro seeds; importation and distribution of agrochemicals and provision of technical advisory services on farm input use and management. In addition, the company conducts agricultural research in collaboration with national, regional and international research institutes. In its bid to implement its business development strategies the company is looking for self driving candidates to fill the following vacancies.

Job Title	Seed Production Manager (1 Post) Arusha
Report to	Managing Director
Duties and responsibilities	<ol style="list-style-type: none"> 1. Responsible for planning and organizing seeds production schedules. 2. Directs and coordinates all production field work activities. 3. Monitor the production processes and progress and adjust schedules as needed. 4. Records information, such as production output, farm management practices and parent stock delivery. 5. Implement and enforce quality control and tracking programs to meet quality objectives 6. Prepare and maintain production reports.
Qualifications/education	<ol style="list-style-type: none"> 1. Bachelor degree in Agriculture, Agronomy, Agribusiness, Horticulture and/or a related field 2. Possession of a valid driving license will be an added advantage. 3. Good market knowledge on crop growing cycles and season in Tanzania
Experience	The candidates should have a minimum of three years working experience in the field of crop production
Remuneration	A lucrative package will be offered for the successful candidate commensurate with MATCC scheme of service.

Job Title	Basic Seed Production Officer (1 Post) Arusha
Report to	Production Manager
Duties and responsibilities	<ol style="list-style-type: none"> 1. Should collaborate with Production Manager and R&D team to plan and organize production schedules 2. Monitor and ensure quality control standards for basic seeds are met. 3. Maintain records for production output, farm management practices and parent stock delivery. 4. Monitor the basic seed production processes and progress and adjust schedules as needed. 5. Implement and enforce quality assurance and control; tracking programs to meet quality objectives 6. Prepare and maintain basic seed production reports.
Qualifications/education	<ol style="list-style-type: none"> 1. Diploma/Degree in in Agriculture, Agronomy and/or a related field 2. Possession of a valid driving license will be an added advantage. 3. Good market knowledge on crop growing cycles and season in Tanzania
Experience	The candidates should have a minimum of two-year working experience in the field of crop production
Remuneration	A lucrative package will be offered for the successful candidate commensurate with MATCC scheme of service.

Job Title	Seed Processing Officer (1 Post) Mbeya.
Report to	Managing Director.
Duties and responsibilities	<ol style="list-style-type: none"> 1. Direct and manage plant operations for seeds processing, packaging and distribution. 2. Ensure that machine operators follow a regular schedule of upkeep. 3. Train staff on factory policies and procedures. 4. Prepare and share factory production reports. 5. Develops budget and manages within budgeted guidelines
Qualifications/education	<ol style="list-style-type: none"> 1. Holder of Diploma in agriculture, agricultural engineering. 2. Possession of a valid driving license will be an added advantage. 3. Strong technical knowledge in in factory or a processing plant
Experience	The candidates should have a minimum of at least three-years working experience in seeds processing plant.
Remuneration	A lucrative package will be offered for the successful candidate commensurate with MATCC scheme of service.

Job Title	Product Development Manager (1 Post) Arusha.
Report to	Managing Director
Duties and responsibilities	<ol style="list-style-type: none"> 1. Responsible for developing new market segments for the company products. 2. Conduct evaluation of existing & new products for their suitability in respective regions 3. Responsible for conduction of market survey. 4. Give specialist advice and information to the management team 5. Develop strategies to grow the business and oversee the execution of strategies and tactical plans
Qualifications/education	<ol style="list-style-type: none"> 1. Holder of B.Sc. in agriculture, agronomy, horticulture, extensions and agri-business. 2. Possession of a valid driving license will be an added advantage. 3. Good market knowledge on crop growing cycles and season in Tanzania
Experience	The candidates should have a minimum of three years working experience in Agro-Input Industry in Tanzania.
Remuneration	A lucrative package will be offered for the successful candidate commensurate with MATCC scheme of service.

Job Title	Stock and Account Receivable Officer (1 Posts): Arusha.
Report to	Managing Director.
Duties and responsibilities	<ol style="list-style-type: none"> 1. Compile and share weekly and monthly stocks status by store. 2. Manage and audit account receivable transactions. 3. Preparation of weekly and monthly stock reconciliation report 4. Manage, audit and prepare seed processing reports. 5. Support on debtor balance confirmations reports preparations 6. Provide support in stock counting and audit operations as required.
Qualifications/education	<ol style="list-style-type: none"> 1. Holder of diploma and or Advanced Diploma in Accounts or related fields. 2. MS Office and knowledge of QuickBooks accounting software. 3. Knowledge of generally accepted accounting and bookkeeping principles and procedures 4. Possession of a valid driving license will be an added advantage.
Experience	The candidates should have a minimum of three years working experience in related field
Remuneration	A lucrative package will be offered for the successful candidate commensurate with MATCC scheme of service.

Job Title	Internal Audit Officer (1 Post): Mbeya
Report to	Managing Director.
Duties and responsibilities	<ol style="list-style-type: none"> 1. Performing and maintaining control of the full audit cycle which includes financial reliability, compliance with applicable regulations and directives; risk management and informing management of any issues that need addressing 2. Examine and reconciles documentation with actual reports, statements, records, memos, inventory, assets and accounts to ascertain accuracy and reporting on risk management issues to be addressed. 3. Prepare and present reports regarding findings, including recommendations and formulating methods for increasing profits and cost saving actions. 4. Assesses best financial practices for the company and makes relevant, informed suggestions 5. Provide ad hoc advice to management and employees regarding issues found and how to remediate them. 6. Providing continued education and advice to different business units and teams regarding compliance and risk assessment. 7. Conduct follow up audits to see whether the recommendations have been followed.
Qualifications/education	<ol style="list-style-type: none"> 1. Holder of Advanced Diploma or Bachelor degree in Accounts or related fields. 2. MS Office and knowledge of QuickBooks accounting software. 3. Excellent analysis and presentation skills. Should also have excellent report-writing skills. Must be able to work with little supervision. 4. Willing to undertake frequent travels.
Experience	The candidates should have a minimum of three years working experience in related field
Remuneration	A lucrative package will be offered for the successful candidate commensurate with MATCC scheme of service.

Job Title	Accounts Clerk (1 Post): Mbeya
Report to	Zonal Manager.
Duties and responsibilities	<ol style="list-style-type: none"> 1. Conduct daily accounting system data entry operations. 2. Responsible for account receivables follow ups, stock management and audit. 3. Provide assistance and support to company personnel 4. Research, track and restore accounting or documentation problems and discrepancies 5. Record business transactions and key daily worksheets to the general ledger system 6. Perform all necessary account, bank and other reconciliations
Qualifications/education	<ol style="list-style-type: none"> 1. Holder of Diploma and or Advanced Diploma in Accounts or related fields. 2. MS Office and knowledge of accounting software-QuickBooks 3. Knowledge of generally accepted accounting and bookkeeping principles and procedures
Experience	The candidates should have a minimum of one year working experience in related field
Remuneration	A lucrative package will be offered for the successful candidate commensurate with MATCC scheme of service.

Job Title	Marketing Officers (8 Posts) Mbeya, Iringa, Sumbawanga, Masasi, Bariadi, Morogoro
Report to	Zonal Managers
Duties and responsibilities	<ol style="list-style-type: none"> 1. Identify niche markets within their districts and design market strategies and mix for the identified market niches. 2. Specifying market requirements for current and future products by conducting market research. 3. Train and motivate the stockiest sales personnel, plantations, and NGO's and Farmers groups on the company products/packages. 4. Responsible and in charge of the stocks and warehouses in his/her regions. 5. Responsible for establishment of distribution channels in his/her regions. 6. Advice on how to improve company offering in his/her regions. 7. Prepare periodic reports outlining the performance of his/her regions. 8. Provide the required technical services as per client requirement.

Qualifications/education	<ol style="list-style-type: none"> Holder of Diploma and/ or B.Sc. in agriculture, agronomy, horticulture, extensions and agri-business. Possession of a valid driving license will be an added advantage. Good market knowledge on crop growing cycles and season in Tanzania
Experience	The candidates should have knowledge and working experience in Agro-Input Industry in Tanzania.
Remuneration	A lucrative package will be offered for the successful candidate commensurate with MATCC scheme of service.

Job Title	Sales Officers (7 Posts) Arusha, Babati, Bariadi, Biharamulo, Mbeya, Morogoro, Masasi.
Report to	Zonal Managers.
Duties and responsibilities	<ol style="list-style-type: none"> Organizing and conducting sales visits/trips, demonstrating and presenting products to the current and potential customers. Sells products by establishing contact and developing relationships with prospects and recommending solutions Maintain positive business and customer relationships in the effort to extend customer lifetime value Schedule and follow through on calls and emails with leads and current customers Maintains quality service by following and enforcing organization standards, proper handling of customer complaints and providing the best customer services. Inform leads and customers of current promotions and discounts Record and maintaining accurate records, prepares reports by collecting, analyzing, and summarizing information Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
Qualifications/education	<ol style="list-style-type: none"> Should hold at least form four Certificate. Must have a valid driving license of at least E class with at least three years' experience in driving light trucks. Excellent interpersonal communication skills, both verbal and written English and Swahili Sales-driven, results-driven, and target-driven attitude Aptitude for persuasion, negotiation and expert in time management Possession of certificate in Agriculture and relevant experience will be an added advantage.
Experience	The candidates should have a minimum of two year working experience in sales environment
Remuneration	A lucrative package will be offered for the successful candidate commensurate with MATCC scheme of service.

Job Title	Store Keepers (10 Posts) – Biharamuro, Tabora, Bariadi, Sumbawanga, Songea, Iringa, Masasi, Ifakara, Morogoro, Babati.
Report to	Zonal Managers
Duties and responsibilities	<ol style="list-style-type: none"> Comply with procedures and protocols as per the company stock management and control policy Controls inventory levels by conducting physical counts and reconciling with stock Bin cards Setup store layout to ensure efficient space utilization Plans and performs work that involves ordering, receiving, inspecting, returning, loading and off-loading. Participate in physical inventory counts in his/her warehouse and/ or stores Updating inventory records at the end of working day; the GRNs, Bin/Stack Cards, Stock Cards should be updated daily and produce reports and statistics regularly (IN/OUT status report)
Qualifications/education	<ol style="list-style-type: none"> Must be form IV of VI leaver plus Certificate in Store Keeping or Material and Logistics Management or Procurement and Supply Chain or Logistics Management Should have basic knowledge of computer uses and applications such as Ms Office. Good commanding in Swahili and English languages (Oral and Written)
Experience	The candidates should have a minimum of one year working experience in managing store/warehouse
Remuneration	A lucrative package will be offered for the successful candidate commensurate with MATCC scheme of service.

Mode of application

Interested candidates should indicate their duty station of interest and send their application letters, CV and scanned copy of academic certificates by email with the subject line **of the job title** to meruagrotz@gmail.com Only shortlisted candidates will be contacted.

To apply submit your **hand written application letter, CV and copies of your certificates** before **27th June 2021** via email only to;

The Managing Director,
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