

NGARA FARMERS COOPERATIVE SOCIETY LTD



S.L.P 205, Ngara, Baruaepe: info@ngarafarmers.co.tz

7th APRIL 2025.

VACANCY ANNOUNCEMENT.

Ngara Farmers' cooperative society LTD is an agricultural cooperative society formed and registered by the registrar of cooperative society in the year 1993, it was established for the general purpose to promote, develop and improve the status of its members or farmers in various economic and social development including environmental requirements in accordance with guiding principles and fundamentals of co-operatives. This purpose is geared to enhance coffee Farmers incomes and livelihoods in Ngara District.

Currently the society has grown into a strong and autonomous organization, hence the need to recruit qualified personnel. In this regard, the board of Ngara farmers seeks to recruit qualified, dedicated self-motivated and hardworking Tanzania to fill the following available vacancies at its office located at Muhweza Ngara district.

JOB TITTLE: 1. RESTAURANT AND COFFEE POINT MANAGER (1)

Location: Ngara Coffee point.

Employment Type: Full-time

Start Date: May 2025

A. DUTIES AND RESPONSIBILITIES

- i. He/she is directly responsible to the General manager of Ngara farmers cooperative society Ltd.

- ii. Manage daily restaurant operations to ensure efficiency and excellent customer service.
- iii. Supervise, train, and motivate staff to maintain high service standards.
- iv. Maintain inventory and ensure compliance with food safety and hygiene regulations.
- v. Address customer concerns and resolve issues promptly and professionally.
- vi. Collaborate with kitchen and service teams to ensure quality and consistency.
- vii. Monitor sales, labor costs, and prepare operational reports.
- viii. Carry out any other duties assigned by the general manager of Ngara farmers from time to time.
- ix. Participate in hiring and performance evaluations of staff.

B. QUALIFICATIONS AND EXPERIENCES

- i. Must be a person of high integrity.
- ii. Must be between the ages of 18 and above
- iii. Minimum 2 years of proven experience in a restaurant management role.
- iv. Strong leadership and interpersonal skills.
- v. Excellent communication and organizational abilities.
- vi. Customer-oriented with a proactive approach to problem-solving.
- vii. Willingness to work flexible hours, including weekends and holidays.
- viii. Applicant with certificate, diploma or degree in hotel management or a related field is an added advantage.
- ix. he/she should be proficiency in Swahili and English languages.
- x. Computer skills will be also an advantage to applicant

JOB TITLE: 2. CASHIER-NGARA FARMERS COOPERATIVE SOCIETY LTD. (1)

Location: Ngara Farmers Cooperative Society -Muhweza Ngara, Kagera

Employment Type: Full-time

A. DUTIES AND RESPONSIBILITIES.

- i. Receive and safely keep all income for the cooperative society.
- ii. Maintain accurate financial records for all transactions.
- iii. Disburse payments as per approved instructions and society procedures.
- iv. Prepare monthly income and expenditure reports.
- v. Assist in the preparation of audit and financial reports.
- vi. Work closely with the accountant and management to ensure financial discipline.

B. QUALIFICATIONS AND EXPERIENCES.

- i. Minimum of a Diploma in Accounting, Finance, Cooperative Management, or a related field.
- ii. At least 2 years of working experience in a similar role.
- iii. High level of integrity, accountability, and ethical conduct.
- iv. Proficiency in computer applications, especially accounting software (e.g., QuickBooks, Excel).
- v. Prior experience in a cooperative or similar institution will be an added advantage.
- vi. Excellent oral and written communication skills in English and Swahili

JOB TITLE:3. COFFEE COLLECTION CLERK (10).

Location: Collection Centers - Ngara Farmers Cooperative Society

Employment Type: Seasonal (Temporary - Coffee Harvest Season)

A. DUTIES AND RESPONSIBILITIES.

- i. Receive and record coffee deliveries from farmers at designated collection points.

- ii. Accurately weigh and document coffee quantities for each farmer.
- iii. Maintain proper records and ensure safe handling of weighing scales and receipt books.
- iv. Report daily collection data to the head office.
- v. Ensure transparency and professionalism in all interactions with farmers.
- vi. Carry out any other duties assigned by the general manager of Ngara farmers from time to time.

B. QUALIFICATIONS AND EXPERIENCES

- i. Minimum of Form IV education with good reading, writing, and numeracy skills.
- ii. Honest, disciplined, and of high integrity.
- iii. Willing to work in rural areas under minimal supervision.
- iv. Prior experience in agricultural produce collection or similar work is an added advantage.
- v. Must be between the ages of 18 -35
- vi. Must own a smartphone and be comfortable using it for work purpose
- vii. Basic computer literacy is required. E.g. Excel And Data Entry Apps.

GENERAL CONDITIONS.

- i. All applicants must be citizens of Tanzania
- ii. Applicants must attach an up-to-date curriculum vitae (CV) having reliable contacts; passport size, National Identity Number (NIDA), postal address /post code, introduction letter from local government (village or street level) and email or telephone numbers.
- iii. Applicant should apply on the strength of the information given in this advertisement
- iv. Attaching copies of result slips, testimonials and all partial transcripts is not accepted

- v. An applicant employed in the public service should route his application letter through his respective employer.
- vi. An applicant should indicate three reputable referees with their reliable contacts;
- vii. A signed handwritten application letter should be written in English and addressed to **NGARA FARMERS COOPERATIVE SOCIETY LTD P.O. Box 205, Muhweza-Ngara** or through info@ngarafarmers.co.tz.
- viii. Deadline for application is **21th April 2025**.
- ix. Only short-listed candidates will be informed on a date for interview.
- x. Presentation of forged certificates and other information will necessitate to legal action.

*NOTE: All applications must be sent through the following address, **NGARA FARMERS COOPERATIVE SOCIETY LTD P.O.BOX 205, MUHWEZA-NGARA** or Email: info@ngarafarmers.co.tz*

For more information, please contact to:

0752- 684- 809 / 0673- 011- 147

Released by;

BOARD CHAIRMAN,

BOARD OF NGARA FARMERS COOPERATIVE SOCIETY LTD.