



KIBO SEED COMPANY LIMITED

P O BOX 25 ARUSHA TANZANIA

VACANCY ANNOUNCEMENT

Kibo Seed Company, a subsidiary of Kenya Seeds Company, is registered in the United Republic of Tanzania in the agricultural industry and in the Seed Sub sector. The main activities of the Company are carrying out Research, Production, Processing, Marketing and Sales activities of seed and other complimentary products. The company wishes to recruit an enthusiastic, self-driven candidate for the following positions:

Position: Plant Technician: *REF: KSC/PT/JG8/10/2024-1*

The company wishes to recruit an enthusiastic, self-driven Plant Technician **Job Grade 8** to be based in the headquarters in Arusha and be able to coordinate the Processing operations in the company line with our rallying call, “**Uhora wa Kuaminika**”.

The Plant Technician is to be based in the headquarters in Arusha and be able to coordinate the Processing operations outside its Headquarters:

Detailed Job Description

- Implementation and execution of seed processing schedule.
- Plant equipment and machineries optimization.
- Undertake process improvement projects.
- Coordination of stock movement.
- Drafting of periodic reports as required
- Supervision of processing activities.
- Undertaking equipment specification and verification of quality of supplies.
- Supervision of plant and machineries maintenance

The candidate should possess the following qualifications and experience:

- For appointment to this grade, a candidate must have: -
- At least four (4) years’ relevant work experience
- Have at least a Diploma or a Degree in any of the following disciplines: - Agricultural Engineering, Processing Engineering, Industrial engineering, Mechanical Engineering, Electrical Engineering or equivalent qualification from a recognized institution.
- Working knowledge in computer applications.
- Ability to work in stressful and strenuous environment.
- Ability to work in a multicultural environment.
- Have good communication and interpersonal skills.
- Fulfilled the requirements of leadership and integrity.

Position: Principal Internal Auditor: *REF: KSC/PIA/JG5/10/2024-2*

The Principal Internal Auditor, **Job Group 5** will be based in the headquarters in Arusha and will assist and undertake reviews of the company business processes and provide assurance to management on the adequacy of internal controls.



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Detailed Job Description.

- Participate in the development of audit strategies, policies and procedures and ensure effective implementation.
- Contribute to the preparation of the risk based annual audit plan for approval by the Audit & Risk Management Committee
- Prepare audit reports on the completion of each audit engagement to ensure timely issuance to Management for implementation of recommended actions.
- Evaluate progress and effectiveness of action taken to implementation of audit recommendations received from both internal and external audits
- Assist in the preparation of quarterly audit reports to the audit and Risk Management Committee of the Board
- Execute special audits/ Investigations
- Evaluate the performance of staff in the department to ascertain efficiency and effectiveness in work performance by meeting the objective of the function.

The candidate should possess the following qualifications and experience:

- i) Have a minimum period of eight (8) years relevant work experience, three (3) of which must have been at a supervisory level.
- ii) Have a Bachelor's degree in business administration (Finance and Accounting option) or relevant field from a recognized university. A Masters Degree will be an added advantage.
- iii) Have passed certified Public Accountant of Tanzania (T) or its equivalent qualification
- iv) Be a registered member of NBAA in good standing
- v) Certified Internal Auditor (CIA/Certified Information Systems Audit (CISA) is an added advantage
- vi) Be proficient in computer application skills
- vii) Have demonstrated merit and ability as reflected in work performance and results

Position: Assistant Research Officer: REF: KSC/ARO/JG8/10/2024-3

The company wishes to recruit an enthusiastic, self-driven Assistant Research Officer, **Job Grade 8** responsible for conducting crop breeding activities programs, maintenance, nursery management and seed increase as well as carry out research on mandate crops in line with our rallying call, “**Ubora wa Kuaminika**”.

The main duties of the Assistant Research Officer are.

- Development, evaluation and release of maize, Wheat, Oil crop, Sorghum, Millet, Pasture and all varieties that will be produced by the Company for Tanzania and beyond market.
- Undertake breeder's seed maintenance programs to ensure Distinctiveness, Uniformity and Stabilization of all Kibo Seed released and commercialized varieties
- Provide Basic Seed Division with breeder's seeds for maize, OPV vegetables, Wheat, Oil crop, Sorghum, Millet and Pasture varieties for bulking.



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- Screening of various seed dressing products, herbicides, insecticides, fungicides to apply corrective measures for biotic and abiotic plant stresses that affect crop productivity
- Description of released varieties in terms of distinctiveness, Uniformity and Stability (DUS)
- Development and implementation of plant breeding programmers and ensure phytosanitary protocols are established and followed for maximum crop productivity and seed health.
- Undertake collaborative research with other institutions e.g. Universities, CGIARs particularly CIMMYT, ICARDA, AVRDC, IITA, ICRISAT, TASTA, TARI, ASA
- Registration of released varieties in the TOSCI catalogue and other trading blocks for trade, Registration of released varieties for protection purposes (TOSCI or equivalent)
- Preparation and communication of research findings through technical and scientific reports
- Facilitate acquisition of appropriate and adequate research land within and outside the company
- Monitoring of seed technology trends through regular attendance and presentation to international bodies e.g. in IFS, FAO, ISTA, OECD, UPOV conferences and workshops
- Write and submit funding proposals to national and international bodies funding the seed value chain in the company
- Represent the Company in the development and harmonization of seed rules forums conducted by TASTA, AFSTA, ASARECA and EASCOM.
- Preparation of annual research field day
- Develop and oversee implementation of departmental budgets, work plans, procurement plans
- Preparation of departmental technical reports and board papers as required
- Undertaking sampling and testing of seeds to ensure compliance with Seed Act.
- Establish and coordinate standards, systems and procedures for seed quality assurance and ensure compliance.
- Review general seed quality performance at all locations and analyzing statistical data to establish standards of quality
- Oversee and provide technical support to new product development
- Collaborate with external seed quality and environmental governing bodies
- Generate Research Reports and documentation, including review and implementation of work instructions and procedures.
- Other duties as assigned by management



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For appointments for this grade a candidate must have: -

- At least 4 years relevant work experience.
- Have at least a Diploma or Degree in any of the following disciplines: Seed Technology, Botany, Biochemistry, Applied Biology Agriculture, Seed Science, Horticulture Agribusiness, Agricultural Economics or equivalent qualifications from a recognized institution.
- Problem-solving and decision-making abilities.
- Analytical skills
- The ability to cope under pressure.
- Good communication and presentation skills.
- Working knowledge in computer applications.
- Fulfilled the requirements of Leadership and integrity

Position: Assistant Quality Assurance Officer: REF:
KSC/AQA/JG8/10/2024-4

The company wishes to recruit an enthusiastic, self-driven Assistant Quality Assurance Officer, **Job Grade 8** responsible for ensuring our seed's conformance to quality standards as specified in various Seed Laws, Regulations and Standards in line with our rallying call, "Uhora wa Kuaminika"

The main duties of the Assistant Quality Assurance Officer are.

- Oversee TOSCI authorized seed sampling, seed testing (purity testing, germination testing, moisture testing) as per the seeds and plant varieties (seeds) regulations and authorization guidelines
- Undertake sampling and testing of seed to ensure compliance with Seed Acts
- Undertaking seed Quality audits at the processing facilities and implementing best practice seed hygiene standards
- Inspect depots sites to assess compliance with required quality standards
- Co-ordinate in-process checks at all stages of seed production and processing for quality assurance.
- Identify, investigate and record non-conformities and potential non-conformities in the Laboratory and advise accordingly.
- Initiate the development and review of policies and procedures on seed quality assurance.
- Establish and coordinate standards, systems and procedures for seed quality assurance and ensure compliance.
- Review general seed quality performance at all locations and analyze statistical data to establish standards of quality.
- Develop and implement seed quality policy and procedures.
- Develop and implement methods and procedures for the disposal of non-conforming seed products.
- Oversee and provide technical support to new product development
- Collaborate with external seed quality and environmental governing bodies



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- Generate Seed Quality Compliance Reports and documentation, including review and implementation of work instructions and procedures
- Ensure seed quality assurance in compliance with the Seed and Plant Varieties Act.
- Other duties as assigned by management

For appointments to this grade a candidate must have:

- At least 4 years relevant work experience.
- Have at least a Diploma or Degree in any of the following disciplines: Seed Technology, Botany, Biochemistry, Applied Biology Agriculture, Seed Science, Horticulture Agribusiness, Agricultural Economics or equivalent qualifications from a recognized institution.
- Problem-solving and decision-making abilities.
- Analytical skills
- The ability to cope under pressure.
- Good communication and presentation skills.
- Working knowledge in computer applications.
- Fulfilled the requirements of Leadership and integrity

All interested candidates should forward their application letter accompanied by their Curriculum Vitae and all relevant testimonials to info@kiboseeds.co.tz or hard copy to the reception at Kibo Seed Company Ltd Headquarters in Arusha to be received on or before 31st October 2024.