

KYELA COOPERATIVE UNION LIMITED (KYEUCU LTD)



P.O BOX 415 - KYELA, MBEYA
EMAIL: info@kyeuculd.co.tz

EMPLOYMENT OPPORTUNITIES
RE-ADVERTISED

BACKGROUND INFORMATION

KYEUCU LTD is a Secondary - level Farmers' Cooperative Society formed since 2003. It is located in Kyela District Council, Mbeya Region and owned by thirty (30) primary - level Agricultural Marketing Cooperative Societies (AMCOS), whose engagement is in cocoa farming, marketing, agricultural inputs supplies and all matters related to the welfare of its members.

Since its inception, KYEUCU LTD has grown into a strong and autonomous Co-operative organization and is currently carrying out a major social-economic transformation. In this regard, the union invites applications from suitable, qualified and skilled person to fill the following available vacancy.

1. GENERAL MENAGER (1 POST).

1.1. NATURE AND SCOPE

The successful candidate will be the Chief Executive Officer of KYEUCU Ltd and will report to the Chairman of the Board. He/she will be responsible for providing dynamic leadership, vision and direction of the union while ensuring an appropriate outreach and high-quality services.

1.2. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- i. At least a Bachelor degree or its equivalence from a reputable higher Institution with a major in Business Administrations, Marketing, Economics, Agriculture, Agribusiness, Human Resource Management, Cooperative Management or any other related field.
- ii. Working experience should not be less than two years in a senior position within Cooperative or related sector.

1.3. DUTIES AND RESPONSIBILITIES OF GENERAL MANAGER

The General Manager of the KYECU Ltd is expected to perform the following functions: -

- i. Supervise daily operations of the Union;
- ii. Oversee effective and efficient implementation of the Enterprise's short, medium and long-term plans and provisions of relevant legislations, rules and regulations pertaining to the Union;
- iii. Provide direction and leadership towards achievement of the Union's Vision, Mission, and Strategic Objectives, Strategies and Deliverables;
- iv. Develop Strategic Plan and optimize productivity;
- v. Review and improve Unions Effectiveness by developing processes, overseeing employees and implementing innovative changes;
- vi. Ensure that the Union consistently presents strong and positive image to stakeholders and the general public;
- vii. Advise and inform the Board on progress made in implementing operational activities of the Union;
- viii. Co-ordinate matters pertaining to the administration of the Board's affairs, Board appointments, meetings and all related issues as required by law;
- ix. Responsible for approving payments of Union creditors and obtain actual payment receipts in accordance with approved standards;
- x. Prudently manage utilization of the Union's resources within approved budget, guidelines, policies, laws and regulations;
- xi. Maintain cost effective operational environment for motivating employees for optimal performance;
- xii. Coordinate and manage all Departments reporting to the General Manager;
- xiii. Ensure submission of quarterly/annual performance reports for the Board of Directors and other statutory bodies as may be required; and
- xiv. Carry out any other duties assigned by the Board from time to time.

2. CHIEF ACCOUNTANT (1 Post)

2.1. NATURE AND SCOPE

The successful candidate will be in charge of the Finance Department and shall be reporting directly to the General Manager.

2.2. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

1. Must possess at least Bachelor's degree or its equivalence in Accountancy; Accountancy and Finance; Business Administration majoring in Accountancy or Finance or other related field from recognised University/ higher learning institutions;

2. Must be recognized by professional bodies of accountancy qualification such as CPA(T) or ACCA, CFA registered by NBAA;
3. Minimum of 2 years relevant experience in a similar role from a reputable organization.

2.3. DUTIES AND RESPONSIBILITIES OF CHIEF ACCOUNTANT

- i. Supervise the accounts department and monitor financial information on a daily basis and ensure that accounting records are accurately and properly prepared and maintained;
- ii. Co-ordinate budgeting exercise including production of regular budget reports and budgetary control;
- iii. Chief advisor to the management and Board of Directors on all financial matters of the Union;
- iv. Ensure that all statutory returns are prepared and payments made in time;
- v. Overall, in-charge of costs control in the Union using budgetary and other management control methods;
- vi. Advise the Union on tax matters i.e., VAT, corporate tax, PAYE, withholding tax, to ensure statutory compliance and prepare the relevant monthly annual returns;
- vii. Design and implement internal financial controls;
- viii. Carry out transaction settlements in accordance with authorization mandates and in observance of prudence and existing internal controls;
- ix. Monitor cash requirements and financial position of the Union;
- x. Prepare all statutory and regulatory financial reports in line with professional accepted accounting standards;
- xi. Provide guidance to the Management on issues pertaining to accounting as well as financial and regulatory reporting;
- xii. Prepare and submit management, Board and regulatory reports of high quality and on timely basis;
- xiii. Analysis of Monthly, Quarterly and Annual Financial reports;
- xiv. To respond to all Audit queries;
- xv. Diligently comply with accounting standards, cooperative law, guidelines and regulations; and
- xvi. Carry out any other related duties as may be assigned by General Manager from time to time.

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3. MODE OF APPLICATION AND DEADLINE

Kyela cooperative union Limited (KYECU Ltd) is an equal opportunity employer. Qualified candidates should apply in writing to or lodge their applications at the address shown below, enclosing:

- 3.1. Application letter showing how they meet the requirements of the position;
- 3.2. An up-to-date Curriculum Vitae (CV) having reliable applicant's contacts, postal and e-mail address, telephone numbers as well as particulars of at least three (3) referees (including academic or/ and from last/current employer); and
- 3.3. Copies of relevant certificates, academic transcripts and birth certificate/nationality ID;
- 3.4. Applicants who studied abroad must attach equivalence accreditation certificates from local authorities (NECTA, NACTE, TCU etc); and
- 3.5. Birth certificates or and Nationality Identity Card.

4. GENERAL TERMS AND CONDITIONS

- 4.1. All applicants must be citizens of Tanzania;
- 4.2. Application letters should be written in English/Kiswahili;
- 4.3. Applications should be sent in hard copies and softcopies of the same to be sent through the following emails: info@kyecultd.co.tz and cc: mrjais.mbeva@ushirika.go.tz
- 4.4. Only shortlisted candidates will be contacted.

5. CLOSING DATE:

Applications should reach the undersigned within **14 days from the date of the issuance of this advertisement:** -

CHAIRPERSON OF THE BOARD,
KYELA COOPERATIVE UNION LIMITED (KYECU LTD),
P.O BOX 415,
KYELA, MBEYA
EMAIL: info@kyecultd.co.tz

Issued by,



CHAIRPERSON OF THE BOARD
30th September, 2024



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