



1. JOB TITLE: Maintenance Worker (Electrical) - 1 Position

Job Purpose

The successful candidate will be responsible for the maintenance and repair of electrical systems, cooling machines, installation of new wiring systems troubleshooting and rectification as per company set standards and safety rules in the domestic buildings, offices, and other company buildings.

Specific Duties and Responsibilities

- Carry out electrical repairs in company houses, offices public areas, community centres and other company buildings.
- Installation of new wirings to company buildings by complying to safety rules and standards set by the company.
- Perform inspection to all feeder boxes, distribution bodies' main switches and all switch gears as directed by the supervisor.
- Attend all assigned works orders and maintain good customer care to all areas where the service is being provided.
- Maintain good housekeeping in the work place all the time.
- Repair and service air conditioners, refrigerators, and other cooling machines.
- Adhere to teamwork and section goals accomplishment plans.

Job Qualification and Experience

- Trade Test Grade II or Veta Level II of Electrical Installation and above from a recognized Institution
- 2+ years' experience working in domestic electrical jobs.
- Extensive knowledge in electrical systems, installation, faulty finding techniques, electrical protection, ratings, safety and lock out procedures.
- Mentally and physically fit.

Terms of Service: The successful candidate will be engaged on a **Permanent Contract**.

All interested candidates, who meet the above requirements should apply for the position on or before **29th December 2025**.

Kilombero Sugar Company Limited is an equal opportunity employer. Women and people with disability are highly encouraged to apply.

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2. JOB TITLE: Financial Planner – 1 Position

Job Purpose

The incumbent will be responsible to provide accurate, relevant and timeous management reporting that enables appropriate business decision making, provide value adding and analytical insights and coordinate the budgeting, forecasting and reporting cycles to facilitate strong financial performance.

Specific Duties and Responsibilities

- Prepare accurate, timely and insightful management reporting and forecasts
- Engage with budget holders to understand key drivers of costs and revenues for relevant activities and use the drivers to forecast appropriately costs and revenues
- Prepare cost dashboards to track costs and financial KPIs
- Attend monthly meetings with relevant budget holders and ensure that costs are controlled within budget
- Review phasing of budget versus actual expenditure and revenue and assist budget holders with queries
- Liaise with budget holders with regards to estimates and other changes and ensure major variances are investigated and support appropriate corrective actions to get back on track
- Execute all day-to-day activities around administration of fuel token, monthly allocation of fuel costs and preparation of accurate and timely fuel reports
- Raising of periodic purchase requisitions for various big costs elements like fuel, electricity, cane haulage and plant hire costs
- Embrace self-development and lifelong learning to stimulate continuous personal growth.
- Timely preparation and submission of month end journals to ensure appropriate financial reporting within relevant sections.

Job Qualification and Experience

- Bachelor of Commerce or other equivalent and relevant degree from a reputable Institution.
- Minimum 3 years relevant experience.
- Progress in obtaining professional qualification such as CPA/ACCA is an added advantage.
- Strong and effective communication, interpersonal and presentation skills.
- Excellent communication skills.

- Report writing skills.

Terms of Service: The successful candidate will be engaged on a **Permanent Contract**.

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3. JOB TITLE: Finance Business Partner - 1 Position

Job Purpose

The successful candidate will be responsible for partnering with the relevant function to understand, interpret and translate the function's strategies in terms of financial cost drivers and value opportunities. The role is also accountable for producing accurate, relevant, and timeous management reporting for the function.

Specific Duties and Responsibilities

- Ensure finance is at the heart of the decision-making process, bringing rigour to the evaluation and implementation of value-enhancing decisions.
- Bring financial understanding to a business decision by ensuring alternatives are thoroughly evaluated and the optimum decision taken; use appropriate business tools to support decision-making.
- Focus on streamlining processes and evolving reporting to suit the specific requirements of the business over time.
- Prepare business cases (IRR) and analyses for all capex projects to ensure viability and subsequent realization of envisaged benefits.
- Manage strategic discussions with internal customers to make sure that their needs are met, and key pain points are addressed.
- Accountable for timely and accurate P&L forecasting and budgeting including causals and analysis for your function.
- Accountable for accurate, timely and insightful management reporting in a standardized format; done quarterly for estimates; and annually for budget.
- Develop a good understanding of the cost drivers and identify opportunities for optimizing profitability and managing costs down.
- Formulate and manage Service Level Agreements with required stakeholders.
- Liaise with budget holders with regards to estimates and other changes and ensure major variances are investigated and propose appropriate corrective actions.
- Manage the work of Financial Planners and support their career development.

Job Qualification and Experience

- Bachelor's degree in accountancy / business administration / Equivalent
- ACCA / CPA(T) / Equivalent
- Not less than 5 years relevant working experience

Terms of Service: The successful candidate will be engaged on a **Permanent Contract**.

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4. JOB TITLE: Artisan (Mechanical Maintenance) - 1 Position

Job Purpose

The successful candidate will be responsible to maintain, service, and repair company trucks and LDVs to an agreed set standard.

Specific Duties and Responsibilities

- Carries out trucks preventive maintenance according to agreed work standard.
- Repairs mechanical break downs including major breaks down and overhauls.
- Heads one the following units, Trucks unit, inner workshop and field service
- Carries out alternate service to trucks, Light vehicles as per schedule.
- Ensures that all operations are carried out as per the ISO 9001: 2000 Quality Management System at Kilombero Sugar to achieve the quality standards.
- Maintains a clean working environment with proper housekeeping.
- Submits spares requirements to LDV and Truck maintenance Foreman.
- Cares for all tools, service equipment, compressors, etc in the workshop.
- Do physical check-up and report any deviation/damage to company property.
- Checks repair/service/maintenance quality and monitor time taken to perform the task by Maintenance workers.
- Abides to safety requirements and standards.
- Carry out vehicle test after repair and rectify/report any sensitive findings observed to W/Shop Foreman.
- Perform all tasks with “awareness” towards the prevention of any forms of pollution to the surrounding and environment.

Job Qualification and Experience

- Trade Test Grade II or Level II and above from a recognized Institution.
- 2+ years' experience working in Pneumatics, hydraulics, basic in auto electric mechanics, automotive mechanics jobs in manufacturing industry.
- Mentally and physically fit.
- Extensive knowledge in mechanical Machinery, running behaviour, safety and lock out procedures.
- Self-motivated and self-drive
- Creative, innovative and team working skills.

Terms Of Service: The successful candidate will be engaged on a **Fixed Contract**.

All interested candidates, who meet the above requirements should apply for the position on or before **24th December 2025**.

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5. JOB TITLE: Warehouse Clerk - 1 Position

Job Purpose

The successful candidate will be responsible for supporting warehouse performance objectives by adhering to the standards and best practice as defined in the Illovo Logistics Way and Country specific requirements.

Specific Duties and Responsibilities:

- Apply and adhere to warehouse operating instructions and standards for documentation of inbound receipt handling, storage, stacking and dispatch of products
- Assist with daily stock reconciliations by product and location.
- Assist in investigating all stock variances
- For traceability purposes keep a record of all batch numbers that the Factory has handed over to warehouse together with all the CoAs
- Ensure the CoAs are sent to all offsite warehouses and keep in the central depository centre
- Conduct relevant cycle, monthly, planned and unplanned stock counts
- Generate picking slips for loading of trucks
- Prepare necessary customer invoices and DRP transfer documents / customer and internal transfer delivery documentation
- Prepare all relevant Export related documentation
- Speedily and accurately count and capture all inventory movement of vehicles or trains entering or exiting the site, within the prescribed turnaround times
- Accurately check and capture all inventory movements when stacking and unstacking of bins
- Accurately check & capture all customer returns.
- Accurately check and capture all picking, internal transfers, onsite inventory redistribution.
- Capture all receipts and transfer documentation and file & store effectively
- Assist with quality checks as required.
- File & maintain all relevant stock movement documentation
- Identify opportunities and make suggestions for warehouse improvements
- Comply with SHERQ and housekeeping standards and requirements.
- Promote and adhere to Kilombero procedures, policies and guidelines, including, without limitation, those relating to SHERQ, Competition Law and Anti-Bribery and Corruption (ABC)

Job Qualification and Experience:

- Diploma or Certificate qualification in Logistics, Warehousing and Inventory control
- Minimum 1 Year working experience in warehouse or general storekeeping.
- Performance and customer-focused, with the ability to work well in a team as a member and as a leader
- Good communication skills
- Basic computer skills.
- Attention to detail and accuracy, with good numerical skills

Terms of Service: The successful candidate will be engaged on a **Permanent Contract**.

All interested candidates who meet the above requirements should apply for the position on or before **24th December 2025**. Only shortlisted candidates will be contacted.

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6. JOB TITLE: Tally Clerk - 3 Positions

Job Purpose

The successful candidate will monitor, check and accurately record all inventory movement for the assigned team to ensure warehouse performance and KPI standards and both internal & external customer service expectations are met.

Specific Duties and Responsibilities:

- Apply and adhere to warehouse operating instructions and standards for inbound receipt handling, storage, stacking and dispatch of products
- Participate in the pre-shift handover meeting with the Supervisor to understand duties assigned for the shift, and to plan and determine work required
- Physically supervise the offloading / loading of road trucks and rail wagons
- Verify all documentation for goods received and loading (loading authority)
- Inspect trucks and wagons before loading to ensure that they meet the required standards
- Speedily and accurately count and capture all inventory movement of vehicles or trains entering or exiting the site, within the prescribed turnaround times
- Supervise the stacking and de-stacking of sugar according to the correct methods, standards and procedures

- Accurately check and capture all inventory movements when stacking and unstacking of bins
- Accurately check & capture all customer returns.
- Accurately check and capture all picking, internal transfers, on site inventory redistribution.
- Record all batch numbers for traceability and erect bin cards as required
- Speedily, and with due care, check the product quality of all incoming and exiting inventory
- File & maintain all relevant stock movement notes
- Participate in conducting daily cycle counts and stock takes
- Lead teams and monitor performance to ensure work requirements are met according to targets and standards
- Identify opportunities and make suggestions for warehouse improvements
- Adhere to and ensure compliance in the team with SHERQ and housekeeping standards and requirements.
- Promote and adhere to Kilombero procedures, policies and guidelines, including, without limitation, those relating to SHERQ, Competition Law and Anti-Bribery and Corruption (ABC)

Job Qualification and Experience:

- Diploma or Certificate qualification in Logistics, Warehousing and Inventory control
- Minimum 1 Year working experience in warehouse or general storekeeping.
- Performance and customer-focused, with the ability to work well in a team as a member and as a leader
- Good communication skills
- Basic computer skills.
- Attention to detail and accuracy, with good numerical skills

Terms of Service: The successful candidate will be engaged on a **Permanent Contract**.

All interested candidates who meet the above requirements should apply for the position on or before **24th December 2025**. Only shortlisted candidates will be contacted.

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7. JOB TITLE: Electrical Technician -3 Position

Job Purpose

The successful candidate will be Looking after all installation, maintenance, repairs of electrical

systems and equipment. The role involves troubleshooting issues, performing routine maintenance, and upgrading systems as needed.

Specific Duties and Responsibilities

- Provide technical support and guidance to other team members and departments.
- Read and interpret technical drawings, schematics, and manuals to understand and solve complex electrical issues.
- Install, maintain, and repair electrical systems, including wiring, circuit breakers, drives, transformers, and other electrical components.
- Conduct regular maintenance checks and preventive maintenance tasks to ensure system reliability.
- Diagnose and troubleshoot electrical breakdown using appropriate testing devices and tools.
- Repair or replace faulty components and wiring, ensuring compliance with safety standards.
- Communicate to the status of spares and requirement for your section.
- Maintain accurate records of maintenance and repair work performed.
- Prepare detailed reports on electrical system performance and maintenance activities.
- Assist in the design and implementation of system upgrades and new installations.
- Stay updated on the latest electrical technologies and industry trends to recommend improvements.
- Maintain communication protocol for machine-machine /human-machine
- Involvement in control system and integrating automation processes (controller, plc and hmi)
- Maintain the backup system UPS.
- Ensure safety of people and machines
- Reports defects of electrical equipment

Job Requirements:

- Diploma in Electrical Engineering/ NTA level 6 in Electrical Engineering from a recognized Institution.
- Extensive knowledge in Electric circuits reading and interpreting, faults tracing and rectification.
- Minimum 3 years of experience.
- Understanding basics of industrial electrical systems
- Knowledge of Electrical drawing packages such as AutoCAD

Terms of Services: The successful candidate will be engaged on Fixed Term Contract.

All interested candidates, who meet the above requirements, please apply for the position on or before **21st December 2025**. Only shortlisted candidates will be contacted.

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