

INTERNAL & EXTERNAL VACANCY

Our Values: Respect, Excellence, Learning, and Integrity

TPC Ltd is one of the respected sugar producing companies in Tanzania. The company is situated at the foot of Mount Kilimanjaro, 22kms south of Moshi Municipality. Applications are invited from qualified, energetic, proactive, and dynamic Tanzanians to fill the following vacant position.

Position: Foreman Records Management
Department: HUMAN RESOURCES
Office Location: Moshi - Kilimanjaro
Reporting To: Human Resources Systems Manager

JOB SUMMARY STATEMENT:

Manage Human Resources Registry including employees physical and electronic records.

To supervise the Controller Data Capture.

Attend other Human Resources functionalities as and when required.

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

1. Follow up on staff files movement as per policies and procedures in place
2. Responsible for records updating e.g. electronic data entry and physical records updating.
3. Responsible for data clean up e.g. reconciliation between physical and electronic records.
4. Responsible for providing reports on various issues pertaining to records management.
5. Propose and upon approval, develop records management policy and procedures.
6. Managing Employee's Social Security Matters and their related functions.
7. Provide support and guidance on appropriate methods of records keeping.
8. Prepare all staff internal notice for communication and ensure are broadcasted in all notice boards across the company, following HREOs approval.
9. Ensure implementation of Data Protection Policy
10. Supporting the administration of Human Resources functionalities as and when needed.
11. Administer implementation of Human Resources policies and guidelines regarding the HR System.
12. Assisting HR Business Partners in various activities like preparation of Introduction Letters to different Institutions, participating in the recruitment of Junior Staff Positions, and supporting disciplinary handling process whenever required, assisting on computation of Junior Staff Terminal Benefits.
13. Perform any other related duties as may be assigned by his or her Superior

ACADEMIC QUALIFICATIONS:

First degree in Human Resources Management or Records Management or any other related field from a recognized institution. A combination of relevant academic qualifications and at least 3 years experience in the related field would be an advantage.

WORK EXPERIENCE:

1. 3 to 5 years of experience in records management, document control, registry operations, or information

P.O. BOX 93 Moshi Kilimanjaro Tanzania TEL: +255 27 2754389



management

2. Practical experience in manual and electronic filing systems, confidentiality and data protection procedures, and records audits and compliance checks

KNOWLEDGE, SKILLS & ABILITIES:

1. Strong verbal and written communication skills in both English and Swahili.
2. Proficient in computer applications, including MS Office.
3. Outstanding attention to detail

BEHAVIOURAL COMPETENCIES:

1. Being reliable and possess a good work ethic.
2. Alignment to TPC Core Values.

Closing Date:

Wednesday, 18 Feb 2026

Please note we have an e-Recruitment system. Kindly create a profile and register your CV on this link:

[https://onesuite\(tpc.co.tz/Account/Recruitment](https://onesuite(tpc.co.tz/Account/Recruitment)

All interested and qualified candidates who do not have access to Employee Self Service or the Internet, may submit their applications to the HR Department Office.

MODE OF APPLICATION

Candidates meeting the requisite qualifications and requirements should submit their applications with a detailed CV, describing how they see themselves qualifying for this position. Please attach copies of your identification, academic certificates, three references, daytime telephone numbers and e-mail addresses. Only shortlisted candidates will be contacted for an interview.

We thank you in advance for showing interest to work at TPC, however if you do not hear from us within 14 days from the closing date of this advert, please consider yourself unsuccessful.

Human Resources Executive Officer, P. O. Box 93, Moshi, Kilimanjaro

Tel: +255272754389

E-mail: tpc.recruitment@tpc.co.tz

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Internship Opportunities

Join Our Team

Mechanical Engineering Interns

Civil Engineering Interns

Laboratory Analyst Interns

General Requirements for All Applicants

- ✓ Be Tanzanian nationals who recently graduated (Degree Holders) (not more than **2 years** from their year of completion) from a recognized university.
- ✓ Be flexible and adaptable to different working environments.
- ✓ Show a high level of self-initiative
- ✓ Successfully pass all stages of the selection process.



How to Apply

Apply via this [Link](#) or

✉ Submit your CV and academic transcripts to:

tpc.recruitment@tpc.co.tz



Application Deadline: **16th February 2026**

❖ Email Subject Line: *Application for – Position Title*