



1. JOB TITLE: Issuing Clerk - 1 Position

Job Purpose

The successful candidate will be responsible for the accurate issuance, documentation, and tracking of inventory items in accordance with company procedures. The role ensures proper stock control, timely issuance of materials, and accurate keeping supporting operational efficiency and inventory integrity.

Specific Duties and Responsibilities

- Identifies and collects goods from the stores bins location by following Issuing methods i.e FEFO, LIFO and FIFO as per the policy
- Issues goods to users by counting, weighing, or measuring them to ascertain the correct quantity against the requisitioned quantity and ensuring the requisitioner signs on the requisition to acknowledge receipt of the issued goods.
- Captures all Goods return into the ERP system daily to update stock records and archives accordingly.
- Identify stock on hand discrepancies and flag to the Inventory Operations Controller for consideration during stock adjustments.
- Identify items that are deteriorating in quality or have expired and flag these goods to the Inventory Operations Controller as a possible recommendation for obsolescence –
- Report to the Inventory Operations Controller MIDs which are out of stock, but on demand for replenishment daily.
- Ensure goods that are to leave the operations are issued out with the appropriate documentation (i.e. gate pass)
- Ensure that special stock is always kept under controlled security.
- Advises users about receipt of Order as required (OAR) items to ensure all goods are collected within 30 days in accordance with Kilombero Sugar audit requirements.
- Prepare daily issues report and promptly deal with issues raised by engaging with relevant stakeholders.

- Review issuing procedures and recommend changes to improve efficiency and productivity.
- Maintain housekeeping of designed issuing area and general stores (5s)
- Adhere to Kilombero Sugar procedures, policies and guidelines including without limitation, those relating to SHERQ, Competition Law, Ant-Bribery and Corruption

Job Qualification and Experience

- Minimum requirement Diploma in Procurement, Logistics and Supply Chain Management or equivalent
- 1-2 years' experience in general stores
- Strong communication skills with experience in engaging with stakeholders at all levels.
- Computer literate
- Strong numerical and analytical 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 **10th April 2026**.

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: Sales Representative (Mtwara) - 1 Position

Job Purpose

The successful candidate will be responsible for achieving and growing sales volume and revenue targets in a specified territory.

Specific Duties and Responsibilities

- Execute the Kilombero Sugar Sales Service Offering (ISSO) and Perfect Store Guideline (PSG) for Resellers and Stockists in assigned territory, with adherence to call schedules and structured sales calls.

- Provide input into sales targets for the territory and individual customers, track sales performance and identify areas for improvement.
- Own customer relationships in the First Mile, through understanding of the Customer's business, effective customer communication and collaboration with Logistics and Finance to ensure delivery against commitments.
- Influence orders to meet sales targets and grow sales volumes, through effective customer reviews and application of sales call stories and profit conversations.
- Notify customers of pricing changes and influence desired RRP's at a store level.
- Record and update customer and call information through the Sales Force Automation tool
- Support Trade Marketing campaigns, both through direct activities and guidance to company and third-party employees
- Identify and report on market trends and competitor activity.
- Monitor and report on adherence to quality standards in the trade.
- Collaborate with Telesales / LOC / Credit control to deliver customer service and increase customer satisfaction.

Job Qualification and Experience

- Bachelor's degree in Commerce, Business Administration, Marketing or equivalent
- Minimum 3 years' sales experience in a FMCG environment
- Valid Driving License

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 **10th April 2026**.

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3. JOB TITLE: Human Resources Administrator - 1 Position

Job Purpose

The successful candidate will support the delivery of an efficient and consistent HR administration service.

Specific Duties and Responsibilities

- Ensure accurate capturing, management, and maintenance of HR information.
- Support with bargaining unit increases, STIP and deferrals.
- Support with and regulate loans/advances/study assistance / other applications and repayments.
- Maintain pensioner database for costing purposes.
- Co-ordinate recruitment, talent, learning and development, performance management, IR activities.
- Ensure org structures and manpower needs are up to date.
- Track employee movements (promotions, appointments, retirements, dismissals etc.)
- Consolidate data on take-on and movements for permanent and FTC for monthly payroll.
- Organise and plan employee events eg. long service awards
- Develop and / or distribute HR communication and ensure that noticeboards are up to date.
- Distribute payslips, provident fund statements and other manual paperwork.
- Coordinate and facilitate HR procurement of goods and services in line with policies and processes.
- Promote and adhere to Kilombero SHERQ procedure, policy, and guidelines.

Job Qualification and Experience

- Bachelors Degree or Diploma in Human Resources Management or related field
- Minimum 1-2 years HR Administration experience.
- Payroll and HR benefits experience is an added advantage.

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

All interested candidates who meet the above requirements should apply for the position on or before **10th April 2026**.

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