



Job vacancy announcement

Tanganyika Instant Coffee Co. Ltd (TANICA), based in Bukoba Municipality, Kagera Region, is an experienced producer of instant coffee in Tanzania since 1963. The company invites qualified and experienced Tanzanian applicants to apply for the following vacancies.

Available positions

1. Accountant (1 position)

Key responsibilities

- Record all financial transactions, including sales, purchases, expenses, and receipts
- Maintain accurate and up-to-date books of accounts (general ledger)
- Ensure proper documentation and filing of financial records
- Prepare monthly, quarterly, and annual financial reports in compliance with accounting standards and company policies
- Assist in preparing annual budgets and monitor performance against budgets
- Conduct variance analysis and advise management on cost control measures

- Perform regular bank reconciliations
- Monitor cash flow and liquidity position
- Ensure proper handling of cash receipts and payments
- Manage payments to suppliers (creditors) and follow up on customer payments (debtors)
- Ensure timely invoicing and collections
- Prepare and file tax returns (VAT, PAYE, corporate tax, etc.)
- Ensure compliance with tax laws and liaise with tax authorities when required
- Perform any other duties as assigned by the immediate supervisor

Qualifications and experience

- Bachelor's degree in accounting or a related field
 - Professional certification (CPA, ACCA, ACA, or equivalent) is an added advantage
 - Minimum of 3 years of relevant experience in finance and accounting in a reputable organization
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2. Sales driver (1 position)

Key responsibilities

- Transport products and materials securely to designated locations
- Ensure safety and security of products and staff during transportation

- Respond to client inquiries during mobile sales and marketing activities
- Ensure timely transportation of staff and materials as instructed
- Maintain cleanliness and proper condition of the company vehicle
- Perform routine vehicle checks and maintenance
- Report any accidents, damages, or incidents to the supervisor
- Keep records of vehicle maintenance, fuel, parking, and security expenses
- Maintain a travel logbook detailing routes, travel time, and working hours
- Perform any other duties as assigned by the immediate supervisor

Qualifications and experience

- Form IV certificate
 - Driving certificate from a recognized training institute
 - At least a certificate in a business-related field
 - Valid Class “E” driving license
 - Minimum of 5 years of driving experience with a clean accident record
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3. Machine operators (4 positions)

Available specializations

- Auto electric – 1 post
- Electrical installation/industrial electrical – 2 posts
- Boiler operations – 1 post

Key responsibilities

- Inspect and clean machines before production begins
- Monitor and control machine performance and settings
- Conduct regular performance and capacity tests
- Feed raw materials into machines
- Monitor product output to identify defects or malfunctions
- Troubleshoot and resolve machine-related issues during production
- Maintain updated records of machine performance, defects, and production output
- Keep logs of production activities and submit performance reports
- Ensure compliance with the Food Safety Management System (ISO 22000:2018)
- Perform any other duties as assigned by the immediate supervisor

Qualifications and experience

- Form IV certificate
 - Certificate (Level III/Grade I) from a reputable vocational training institute in relevant fields
 - Experience in motor rewinding (for electrical roles)
 - Minimum of 3 years of working experience
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4. Artisan (1 position)

Key responsibilities

- Perform general plant maintenance including vehicles, buildings, equipment, and workshop duties
- Assist technicians in assembling machines and carrying out repairs
- Maintain cleanliness of the workshop, water treatment section, and stores
- Ensure compliance with food safety management systems
- Perform additional duties as assigned by supervisors

Qualifications and experience

- Form IV certificate
 - Certificate Level III or Trade Test Grade I in boiler operations
 - Minimum of 3 years of working experience
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Mode of application

Interested and qualified candidates should submit the following documents:

- Signed application letter
- Updated Curriculum Vitae (CV)
- Copies of academic and professional certificates
- Copy of birth certificate
- One recent passport-size photograph

Submission details

Applications should be submitted no later than **04 May 2026** to:

**The General Manager
Tanganyika Instant Coffee PLC
P.O. Box 410
Bukoba, Tanzania**

Email: gm@tanicafe.co.tz
Copy to: hr@tanicafe.co.tz