

July 16, 2026

EMPLOYMENT OPPORTUNITY

Mkwawa Leaf Tobacco Limited (MLTL) invites applications from suitable qualified candidates to fill the position of;

WAREHOUSE & ISSUING SUPERVISOR

Mkwawa Leaf Tobacco Limited is seeking for qualified and experienced individuals to fill the position of Warehouse & Issuing Supervisor within the Green Storage section at its Morogoro facility. The Warehouse & Issuing Supervisor will be responsible for ensuring that, the warehouse runs efficiently and safely.

Roles and Responsibilities

- Ensure daily operations are running smoothly and effectively
- Implementing and maintaining work schedules and assignments
- Warehouse supervisors are accountable for maintaining levels of stock by ensuring accurate record-keeping and conducting routine checks to verify inventory levels against records.
- prepare work schedules and expedite workflow. Issue written and oral instructions. Assign duties, standardize procedures to improve efficiency.
- Review records for accuracy of information and compliance with established procedures.
- Prepare reports from individual reports of subordinates and suggest changes to increase efficiency of department.
- Consult with other supervisors to coordinate activities of departments.
- Ensure employees are provided with the required training for area and jobs and tasks prior to assigning work.
- Ensures area of responsibility is maintained in orderly and safe manner.
- Reports unsafe working conditions to management and communicates potential hazards to affected employees.
- Maintains good working knowledge of SHE policies, rules and procedures applicable to area of responsibility and ensures all applicable requirements are adhered to.



Qualifications and experience:

- Bachelor's degree in business administration, Supply Chain Management, Logistics Management or equivalent
- 2-3 Years working experience in tobacco Industry
- Good Communication Skills
- Good Computer skills, with Microsoft software

Reporting Line

The position is based in Morogoro, Tanzania and reports to the **Green Receiving Controller**

Remunerations

Salary offered to this position is competitive and commensurate with qualifications and experience.

HOW TO APPLY

Qualified, Competent and Confident candidates who meet the above outlined criteria, should apply in writing to the undersigned enclosing fully typed curriculum vitae indicating daytime telephone number and scanned copies of certificates and testimonials from previous employers, names, and address of three referees, to reach the undersigned 7 days from the first appearance of this advertisement.

Mkwawa Leaf Tobacco is an equal opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. all qualified women who meet the outlined criteria are strongly encouraged to apply.

All applications should be addressed to **Head, Human resources, Mkwawa Leaf Tobacco Limited, Tabora** and send electronically through, hr@mkwawatanz.com



Angetile L. Mwalyaje

Ag.Head of Human Resources