



TANGANYIKA INSTANT COFFEE PUBLIC LIMITED COMPANY

Head Office

P. O. Box 410
Bukoba, Tanzania.
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Email: info@tanicafe.co.tz
Website: www.tanicafe.co.tz

Branch Office

P. O. Box 9660
Dar es Salaam, Tanzania.
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Website: www.tanicafe.co.tz

JOB VACANCY ANNOUNCEMENT

Tanganyika Instant Coffee Co. Ltd (TANICA), based in Bukoba Municipality, Kagera Region, has been an experienced producer of Instant Coffee in Tanzania since 1963. TANICA invites Tanzanian applicants with suitable qualifications and experience to fill the following available vacancies:

1. SALES AND MARKETING OFFICER (BUKOBIA (1), MWANZA (1), ARUSHA (1) AND DAR ES SALAAM (1) – 4 POSITIONS)

A. Key Responsibilities

- i. Carrying out sales, marketing, and clerical support activities within the department and sales centers.
- ii. Collecting and analyzing sales data, customer feedback, and market information regarding Company products.
- iii. Identifying and securing sales orders from customers and supporting revenue generation activities.
- iv. Providing after-sales services and maintaining customer relationships, including visits to supermarkets, hotels, and other clients.
- v. Supporting data collection and market research activities as required.
- vi. Ensuring timely banking of daily sales in accordance with Company procedures.
- vii. Preparing and submitting sales activity reports to your immediate supervisor.
- viii. Performing any other lawful duties as may be assigned by the immediate supervisor.

B. Qualifications and Experience

- i. Must hold a Bachelor Degree in Marketing, Business Administration, Commerce, or a related field from a recognized institution.
- ii. Possess a minimum of three (3) years of relevant working experience in sales and marketing activities.



2. SALES CUM DRIVER (1 POSITION)

A. Key Responsibilities:

- i. Transport products, materials, securely to customers/areas where they are needed;
- ii. Guarantee that products and staff are protected and secured during transportation;
- iii. Answer clients' inquiries during mobile sales and Marketing Activities;
- iv. Ensure timely conveyance of staff and materials to and from places as instructed;
- v. Keeping the company vehicle clean and properly maintained by performing regular washing and vehicle maintenance;
- vi. Carry out routine checks on vehicles and ensure they are in good condition;
- vii. Report any instance of mishap, accident or damage of vehicles to the immediate supervisor.
- viii. Keep all records, including receipts for vehicle maintenance, fuel, parking charges and vehicle security;
- ix. Keep up a travel logbook to record areas travelled to, travel time, and work hours.
- x. Undertake any other lawful duties appropriate to the post as may be assigned by the immediate supervisor.

B. Qualifications and Experience:

- i. Must be a holder of a form 4 Certificate.
- ii. Driving certificate from a recognized training institute.
- iii. Must have at least certificate in any business related.
- iv. Possess a class "E" driving license.
- v. Minimum of (3) years' experience in driving with a track record of accident.

3. MACHINE OPERATORS (3 POSITION)

- i. **Electrical installation/industrial electrical – 1 post**
- ii. **Auto electric – 1 post**
- iii. **Boiler operations – 1 post**

A. Key Responsibilities:

- i. Ensure the machines are regularly checked and cleaned before the production begins.
- ii. Monitoring and controlling the machine performance and settings.
- iii. Regularly conduct tests of the machine's performance and operating capacity.
- iv. Feed raw-materials into machines.
- v. Checking the product output during production to spot any machine-related mistakes or flaws as well as identify and fixing any issues or malfunctions related to production that may occur during the shift.



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- vi. Keep an updated database on all of the machine's information, defective units and final products of a particular Production shift.
- vii. Maintaining a log of the production activities and regularly submit performance reports.
- viii. Undertake any other lawful duties appropriate to the post as may be assigned by the immediate supervisor.

B. Qualifications and Experience:

- i. Must be a holder of a form 4 Certificate.
- ii. Must have a certificate from reputable Vocational training institutes level III/Grade I in: Electrical installation/industrial electrical, auto electric or boiler operations.
- iii. Must have at least three (3) years of relevant working experience in the respective field.

4. LABORATORY TECHNICIAN (2 POSITIONS)

A. Key Responsibilities:

- i. Conducting routine laboratory tests, including moisture content analysis, bulk density determination, cleanliness testing, and other quality control examinations.
- ii. Maintaining accurate laboratory records, test results, and analytical reports.
- iii. Verifying the accuracy of product weights, packaging standards, and labeling requirements.
- iv. Monitoring product quality and ensuring compliance with established standards and specifications.
- v. Conducting measurements and assessments of machine performance related to product quality.
- vi. Assisting in sampling activities for raw materials, work-in-progress products, and finished goods.
- vii. Maintaining laboratory equipment and ensuring proper calibration and functionality.
- viii. Reporting quality deviations and laboratory findings to the Quality Controller.
- ix. Performing any other lawful duties as may be assigned by the immediate supervisor.

B. Qualifications and Experience

- i. Must hold an ordinary Diploma (NTA Level 6) in food science and technology from a recognized institution.



- ii. Must have at least (3) years of relevant working experience in Food processing industry.

5. ENGINEERING TECHNICIAN (MECHANICAL - 1 POSITION)

A. Duties and Responsibilities

- i. Assisting in the maintenance, repair, and installation of machinery, equipment, buildings, and utility systems.
- ii. Optimizing production efficiency through proper adjustment and monitoring of machinery and equipment.
- iii. Maintaining equipment maintenance records and logs.
- iv. Conducting routine inspections and preventive maintenance activities.
- v. Diagnosing and reporting equipment malfunctions and recommending corrective actions.
- vi. Supporting engineering projects and maintenance programs.
- vii. Maintaining a safe, clean, and organized work environment.
- viii. Performing any other lawful duties as may be assigned by the immediate supervisor.

B. Qualifications and Experience

- i. Must hold an Ordinary Diploma (NTA Level 6) in Mechanical Engineering or related field from a recognized institution.
- ii. Must have at least (3) years of relevant mechanical engineering working experience in a manufacturing or industrial environment.



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Mode of Application:

Interested and qualified candidates should submit the following documents:

- A signed application letter.
- Updated Curriculum Vitae (CV).
- Copies of academic and professional certificates.
- Copy of birth certificate.

Applications should be addressed and sent to the following address **not later than 07/08/2026**.

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

Email: gm@tanicafe.co.tz

Copy to: hr@tanicafe.co.tz

Note: Only shortlisted candidates will be contacted for further recruitment steps.