

27/08/2026

EMPLOYMENT OPPORTUNITY

Mkwawa Leaf Tobacco Limited (MLTL) invites applications from suitable and qualified candidates to fill **the following two Vacant** positions in Agronomy Department.

1.0 REGIONAL ADMINISTRATIVE COORDINATOR (02 POSITIONS)

Roles and Responsibilities:

- Organizes and maintains accurate records of all Agronomy Operations.
- Ensures timely reports on a weekly basis of all Agronomy activities in all areas of operation.
- Ensures all SOP (Standard Operating Procedures) are always adhered to.
- Coordinates tobacco deliveries to all markets as required.
- Assists in organization and recording of tobacco deliveries
- Verification of payment documents
- Ensures timelines of required operational procedures are kept and to notify management immediately of any irregularities.
- Maintains accurate distribution records in accordance with Standard Operation Procedures
- Manages Agronomy programs in liaison with the GAP team according to the strategic plan.
- Maintains strong communication links with Agronomy team through a viable network and feedback system
- Supports, supervises and provides necessary guidance to field staff.
- Administrative tasks within the division as instructed.
- Maintains an efficient and professional workplace, ensuring that the company is properly represented and that clients are properly served
- Manages the implementation of all programs as directed by your supervisor.

Personal attributes:

- Solution oriented with thirst for solving problems.
- Energetic, proactive and self-starter, with ability to adapt to changing circumstances and external factors.
- Integrity and professionalism, setting and demonstrating ethical and moral standards and having a sense of personal accountability.
- The ability to collaborate effectively within a team and across departments to achieve common goals.

Directors: AM Huwel, UC Aktas, B Batdal, RA Sinamtwa, GN Banda, MJ Kapnias, GR McDonald, DS Mayunga

Mkwawa Leaf Tobacco Limited
P.O. Box 665, Morogoro,
Tanzania



Knowledge, experience, and qualification:

- At least (2-3) years of experience in the relevant field.
- Possession of bachelor's degree in public administration, Agricultural Economics, Business Administration, Law or any closely related field of study.
- Familiarity with Administration practices.
- Previous experience in the tobacco industry is deemed advantageous.

Reporting:

- The incumbent will report directly to the Area Manager.

Location:

- The incumbent will be located at Mpanda and Kahama

2.0 REGIONAL SECRETARY (01 POSITION)**Roles and Responsibilities:**

- Receive visitors and inform the persons to be visited.
- Records and maintains visitors register for future reference
- File all scanned documents in date order in Computer
- Sorts the paper/documents for action, distribution and filing, Opens and maintains files.
- Maintains all office files and files all correspondence and documents.
- Photocopies and binds documents.
- Receives and directs both internal and external mail to relevant offices and personnel
- Receives mail from management and staff and dispatches out by the office attendant.
- Dispatches outgoing mails, invoices, etc.
- Receives calls and forward calls to Regional Administrative Coordinator and line Managers and/or the relevant recipients.
- Ensure office cleanliness
- Ensures sufficient inventory of consumables
- Performs EHS functions according to company EHS standard.
- Performs any specific EHS tasks or responsibilities as per appointment by EHS Coordinator or Managing Director

Personal attributes:

- Solution oriented with thirst for solving problems.
- Energetic, proactive and self-starter, with ability to adapt to changing circumstances and external factors.
- Integrity and professionalism, setting and demonstrating ethical and moral standards and having a sense of personal accountability.

- The ability to collaborate effectively within a team and across departments to achieve common goals.

Knowledge, experience, and qualification:

- At least two (2) years of experience in the relevant field.
- Possession of at least Certificate in Secretarial studies or its equivalent from recognized institution
- MUST have computer knowledge in MS-Word, MS-Excel, Internet and Email

Reporting:

The incumbent will report directly to the Regional Administrative Coordinator

Location:

The incumbent will be located at Mpanda

Remunerations:

Salary offered for these positions is competitive and commensurate with qualifications and experience.

HOW TO APPLY

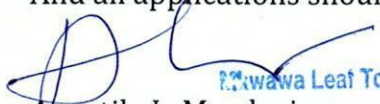
Confident candidates who meet the above outlined criteria, should apply in writing to the undersigned enclosing fully typed curriculum vitae indicating daytime telephone number and scanned copies of certificates and testimonials from previous employers, names, and address of three referees, to reach the undersigned in 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. Qualified women who meet the outlined criteria are strongly encouraged to apply.

All applications should be addressed to the undersigned;

Head of Human Resources
Mkwawa Leaf Tobacco Limited
P.O Box 665-Morogoro

And all applications should be sent electronically through, recruitment@mkwawatanz.com


 Angetile L. Mwalyaje
Ag.HEAD OF HUMAN RESOURCES