

**TUNDURU AGRICULTURAL MARKETING CO-OPERATIVE UNION  
(TAMCU LTD. REG. NO. 5490)**

TELEPHONE: 025-2680050

FAX 0252680240

P.O. Box 299

TUNDURU

KUVUMA



Our Ref. .... **AB.7/334/01/37** .....

Date ..... **18/01/2024** .....

**JOB VACANCIES**

Tunduru Agricultural Marketing Cooperative Union Limited (TAMCU LTD) is an Agricultural Cooperative Society established and registered in 1994 to serve farmers based in Tunduru District. TAMCU's operations are guided by the Cooperative Societies Act No. 6 of 2013. Its main goal is to promote economic interests of its members particularly in cash crop production, marketing, agricultural inputs supply and other matters related to their economic welfare in accordance with Cooperative Principles and Practice.

In this regard, TAMCU Ltd has grown into a strong and autonomous organization and therefore invites applications from suitable, qualified, self-motivated, hardworking and skilled Tanzanians to fill the vacant position of the General Manager at its offices located in Tunduru District.

**1.0 GENERAL MANAGER (1 Post)**

**Nature and scope**

The successful candidate will be the Chief Executive Officer of TAMCU Ltd and will report to the Board of Directors. He/She will be responsible for providing dynamic leadership, vision and direction of the enterprise while ensuring an appropriate outreach and high-quality services.

**Duties and Responsibilities**

1. Supervise daily operations of the enterprise
2. Oversee effective and efficient implementation of the Enterprise's short, medium and long term plans and provisions of relevant legislations, rules and regulations pertaining to the enterprise;
3. Provide direction and leadership towards achievement of the enterprise Vision, Mission, and Strategic Objectives, Strategies and Deliverables;
4. Ensure that the enterprise consistently presents strong and positive image to stakeholders and the general public;
5. Advise and inform the Board on progress made in implementing operational activities of the enterprise;

6. Co-ordinate matters pertaining to the administration of the Board's affairs, Board appointments, meetings and all related issues as required by law;
7. Responsible for approving payments of enterprise creditors and obtain actual payment receipts in accordance with approved standards;
8. Prudently manage utilization of the enterprise resources within approved budget, guidelines, policies, laws and regulations;
9. Maintain cost effective operational environment for motivating employees for optimal performance;
10. Coordinate and manage all Departments reporting to the General Manager;
11. Ensure submission of quarterly/annual performance reports for the Board of Directors and other statutory bodies as may be required;
12. To find out positive solutions in confronting TAMCU farmers challenges on cashew nuts, sesame and pigeon peas producing.
13. Be the secretary to the board of Directors Meetings.
14. Carry out any other duties assigned by the Board from time to time.

#### **Qualifications, Knowledge and Experience**

1. Bachelor Degree in Cooperative Management, Agribusiness, Economics, Business Administration (Accounting/Finance) or related discipline from a recognized University/Institution;
2. At least three (3) years working experience in a reputable institution with at least two (2) years in a senior position;
3. Excellent and well developed interpersonal and organizational skills;
4. Strong written and communication skills with ability to write documentation in a concise and focused style;
5. Must be a team player, very self-motivated and able to manage and prioritize work load;
6. Should have computer skills;
7. Possession of a Master's degree will be an added advantage.

#### **MODE OF APPLICATION AND DEADLINE**

Tunduru Agricultural Marketing Cooperative Union Limited (TAMCU LTD) is an equal opportunity employer. Qualified candidates should apply in writing to or lodge their applications at the address shown below, enclosing:

- 1. Application letter showing how they meet the requirements of the position;**
- 2. An up-to-date Curriculum Vitae;**
- 3. Contacts stating name in full, telephone numbers and e-mail addresses of the candidate;**
- 4. Copies of relevant certificates and Certification of Nationality; and**
- 5. Names and full contacts of three (3) referees.**

**Closing date:**

Applications should reach the undersigned not later than **4.00 pm on 19 FEBRUARY 2024.**

*M. M. M. M. M.*

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Chairman,  
Tunduru Agricultural Marketing Cooperative Limited,  
P.O. Box 229,  
TUNDURU- RUVUMA  
Email: tamcutunduru@gmail.com

