



CHAMA KIKUU CHA USHIRIKA TUNDURU

(TAMCU LTD, Reg No. AFF - TUN - DC - 2023 - 27)

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JOB VACANCY

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Tunduru Agricultural Marketing Cooperative Union Limited (TAMCU LTD) is a cooperative society established and registered in 1994 to serve farmers in Tunduru District, Ruvuma Region, Tanzania. The operations of TAMCU Ltd are governed by the **Cooperative Societies Act, Cap. 211, Revised Edition 2023, as amended by the Cooperative Societies (Amendment) Act, 2025**. Its main objective is to promote the economic interests of its members, particularly in cash crop production, marketing, agricultural input supply and other matters relating to their economic welfare in accordance with Cooperative Principles and Practices.

Over the years, TAMCU Ltd has grown into a strong, autonomous and member-focused cooperative organization committed to delivering quality services to its members. The Union therefore invites applications from suitably qualified, self-motivated, hardworking and competent Tanzanians to fill the following vacant positions at its Offices in Tunduru District.

1.0 OPERATIONS MANAGER (1 POST)

Nature and Scope

The successful candidate will report directly to the General Manager and will be responsible for overseeing the Union's operations related to agricultural production, farm input management, processing, value addition and marketing of members' agricultural produce.

Duties and Responsibilities

- i. Advise the General Manager on all matters relating to crop production, agricultural operations and marketing;

- ii. Manage stores and warehouses for agricultural inputs and other operational supplies;
- iii. Plan, coordinate and supervise all cashew production and farming activities undertaken by the Union;
- iv. Coordinate and manage the marketing of crops produced by Union members;
- v. Collect, analyze and utilize information relating to crop production, processing and marketing;
- vi. Organize and facilitate training programmes for farmers through Extension Officers to improve productivity;
- vii. Promote agricultural value addition and value chain development among Union members;
- viii. Prepare seasonal operational plans and budgets for agricultural input requirements;
- ix. Monitor implementation of agricultural projects and operational activities;
- x. Prepare periodic operational performance reports for Management;
- xi. Perform any other duties assigned by the General Manager.

Qualifications, Knowledge and Experience

Applicants must possess:

- i. A Bachelor's Degree in Economics, Agriculture, Agribusiness, Agricultural Economics, Marketing, Cooperative Management or any other related field from a recognized higher learning institution. A Master's Degree will be an added advantage;
- ii. At least two (2) years' relevant working experience in a reputable organization. Experience in Cooperative Societies will be an added advantage;
- iii. Good knowledge of agricultural production systems, crop marketing and value chain development;
- iv. Strong leadership, planning and organizational skills;
- v. Excellent communication and interpersonal skills;
- vi. Ability to work under minimum supervision;
- vii. Good report writing and analytical skills;
- viii. Proficiency in Microsoft Office applications;
- ix. The applicant must be aged not more than forty (40) years at the time of application.

2.0 INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT) OFFICER (1 POST)

Nature and Scope

The successful candidate will report directly to the General Manager and will be responsible for maintaining the Union's ICT infrastructure, supporting users, managing agricultural databases, maintaining information systems and providing technical support to ensure efficient organizational operations.

Duties and Responsibilities

- i. Advise the General Manager on all ICT-related matters;
- ii. Maintain records of crop production and marketing information for the Union;
- iii. Manage and maintain the Union's official website;
- iv. Manage the Cooperative Supervision Management Information System (CSMIS) database and other related systems;
- v. Support data entry, updating, importing and exporting data in the MUVU database and other relevant systems;
- vi. Oversee the implementation and management of agricultural information systems;
- vii. Facilitate effective utilization of information systems to improve organizational performance;
- viii. Maintain and provide effective ICT support services to users;
- ix. Manage the Union's social media platforms and upload photos, videos and other digital content;
- x. Design graphics and produce high-quality visual communication materials;
- xi. Provide innovative ICT solutions and advise the Board of Directors and Management on technologies that enhance operational efficiency and revenue generation;
- xii. Perform any other duties assigned by the General Manager.

Qualifications, Knowledge and Experience

Applicants must possess:

- i. A Bachelor's Degree in Information and Communication Technology, Computer Science, Information Technology, Computer Engineering, Information Systems, Software Engineering, Electronics and Communication Engineering, Network Engineering or any other equivalent qualification from a recognized institution;
- ii. Excellent skills in data entry, data analysis and database management;
- iii. At least two (2) years' relevant working experience in a reputable organization. Experience in Cooperative Societies will be an added advantage;
- iv. Ability to work effectively both independently and as part of a team;
- v. High level of integrity, self-motivation and ability to prioritize workload with minimum supervision;

- vi. Ability to import and export data across multiple platforms;
- vii. Proven skills in graphic design, video editing and digital content production;
- viii. Proficiency in Microsoft Office applications, particularly Microsoft Excel;
- ix. Ability to generate, analyze and interpret Management Information System (MIS) reports;
- x. The applicant must be aged not more than forty (40) years at the time of application.

MODE OF APPLICATION

TAMCU LTD is an Equal Opportunity Employer. Interested and suitably qualified Tanzanians are invited to submit their applications enclosing the following documents:

- i. An application letter explaining how the applicant meets the requirements of the position applied for;
- ii. An up-to-date Curriculum Vitae (CV) indicating full names, postal address, telephone numbers and e-mail address;
- iii. Certified copies of academic and professional certificates;
- iv. Applicants who completed Form IV and/or Form VI education outside Tanzania must attach verification from the National Examinations Council of Tanzania (NECTA);
- v. Applicants with qualifications obtained from universities outside Tanzania must attach recognition from the Tanzania Commission for Universities (TCU);
- vi. Proof of Tanzanian citizenship (National ID, Birth Certificate or Passport);
- vii. Names, positions and full contacts of three (3) referees.
- viii. Applicants must clearly indicate the position applied for on the top of the envelope.
- ix. Only shortlisted candidates will be contacted.

NB: Applications must reach the undersigned not later than **4:00 P.M. on Friday, 17th July 2026**. All applications should be addressed to:

**The General Manager,
Tunduru Agricultural Marketing Cooperative Union Limited (TAMCU LTD),
P.O. Box 299,
Tunduru.
or E-mail: tamcutunduru@gmail.com**



Mussa A. Manjaule
CHAIRMAN
TAMCU LTD