



KILOMBERO

COOPERATIVES JOINT ENTERPRISE LIMITED

P.O. BOX 187, Kidatu – Morogoro
Mobile: 0715 920 708/ 0784920708/ 0788 616 095

Wednesday 03rd December, 2025

JOB VACANCY

Kilombero Cooperative Joint Enterprise is second level Cooperative Society Registered under Cooperative Society Act of 2013 and Regulations of 2015.

Kilombero Cooperative Joint Enterprise is working to organize and monitoring the common goals for Primary Cane Cooperative Societies (AMCOS) that services cane growers who grow and sales the cane under special contract (cane supply agreement) with Kilombero Sugar Company LTD.

Kilombero Cooperative Joint Enterprise Limited (KCJE LTD) in its board meeting dated 20th November 2025, together will other matters resolved to announce the vacancies below for qualified candidates.

GENERAL MANAGER (1 Position)

The General Manager will report directly to the Board of Directors (Board members) and serve as the Chief Executive Officer responsible for overseeing the Joint's daily operations. The successful candidate will be expected to apply their expertise, skills, and knowledge to guide the Joint's Enterprises towards achieving its strategic goals in compliance with relevant laws, rules, and regulations.

Duties and Responsibilities

1. Provide strategic leadership to achieve the Joint's vision, mission, and objectives.
2. Develop and implement the Joint strategic plan to enhance productivity.
3. Supervise and coordinate the Joint's daily activities to ensure efficiency and effectiveness.
4. Oversee the implementation of long-term, mid-term, and short-term plans.
5. Enhance the Joint's image by fostering strong relationships with stakeholders and the public.
6. Advise and update the Board on the progress of operational activities.
7. Ensure prudent management of the Joint's resources within the approved budget and policies.
8. Establish a cost-effective operational environment that motivates employees for optimal performance.
9. Coordinate and manage all departments reporting to the General Manager.
10. Ensure timely submission of annual, quarterly and monthly performance reports to the Board and other relevant authorities.
11. Approve payments to the Joint's creditors and ensure valid documentation is obtained.

12. Serve as the Secretary to the Board, coordinating board meetings, appointments, and related matters as required by law.
13. Perform any other duties as assigned by the Board.

Qualifications and Experience

1. A Bachelor's degree or Diploma in Leadership, Economics, Agriculture, Business Administration, Human Resource Management, Cooperative Management, Finance, Accounting, Law or a related field from a recognized university.
2. A minimum of three (3) years of relevant experience, with at least two (2) years in a senior managerial position within a reputable organization.

Salary Scale

As per Kilombero Cooperative Joint Enterprise (KCJE) Ltd salary structure.

ACCOUNTANT (1 Position)

Reports to: General Manager

Job Purpose: To provide technical finance expertise and advise to ensure complete accuracy of all finance transactions and to manage all financial aspects of Kilombero Cooperative Joint Enterprise (KCJE)

Roles and responsibilities of Chief Accountant

Enter all transactions relating to Kilombero Cooperative Joint Enterprise onto finance system in a timely manner.

1. To prepare and review monthly transactions listing for completeness and assurance and post required adjustments in timely fashion;
2. To perform bank reconciliations;
3. Prepare periodic reports (Monthly, Quarterly and Annually)
4. To manage the Accounting Department and monitoring financial information daily;
5. To ensure that accounting information is prepared and maintained correctly;
6. To coordinate budget preparation and its implementation including the provision of regular budget information and control of the Joint budget;
7. Chief advisor for all financial matters to the management and the Board;
8. To ensure that all legal returns are prepared and remittance are released on time;
9. To ensure that any payments made by the Joint are subject to tax deduction such as VAT, PAYE and withholding tax;
10. To prepare monthly/ quarterly and annual returns;
11. To design and implement internal control of the Joint finances
12. To prepare final accounts of the Joint in accordance with accounting standards;
13. Responding to audit queries in support of management team;
14. To coordinate AMCOS on financial matters including financial reports preparation and audits

15. To manage procurement Section end to end ; and
16. To perform other related duties as directed by the supervisor.

Qualifications and Experience

1. Degree, Advanced Diploma or Diploma holder in accountancy, finance, business administration majoring Accountancy/Finance, cooperative accounting majoring Accounting, or any other business-related Degree, Advance Diploma or Diploma with relevant experience.
2. Holder of CPA (T) or evidenced ongoing CPA (T) classes from NBAA will be added advantage
3. Excellent in oral and writing communication in English
4. Substantial (minimum 2 years) experience in similar role

MODE OF APPLICATION

KCJE Ltd is an equal-opportunity employer. Qualified candidates should submit their applications to the address provided below. The application must include:

1. A cover letter detailing how the candidate meets the position's requirements, including full name, contact information (telephone and email).
2. An updated Curriculum Vitae (CV) with at least three (3) reliable referees.
3. Copies of relevant academic and professional certificates, transcripts.
4. Candidates who studied abroad must attach proof of qualification equivalence from relevant local authorities (TCU/NACTE/NECTA).

Submission Instructions:

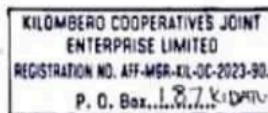
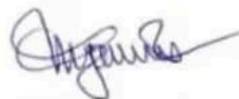
Application must be sent in hard copy to KCJE Office located at KIDATU or addressed to Email: kcje.joint2023@gmail.com

Closing Date

Application must reach the office in hard copy or electronic copy (email) not later than 15:30hrs 02nd January 2026

NB. Only short listed candidates will be contacted for an Interview.

Issued by



Clemency Stephen Mjami
Interim Manager- KCJE LTD