



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF AGRICULTURE
TANZANIA FERTILIZER COMPANY**



EMPLOYMENT OPPORTUNITIES ON CONTRACT TERMS

1.0 INTRODUCTION

Tanzania Fertilizer Company Limited (TFC) is a trading company on fertilizers and other agricultural inputs line by importation, procurement and distribution owned by Government of United Republic of Tanzania under the Minister of Agriculture. TFC was established in 1968 through the Companies Ordinance (Cap 212) and amended in Companies Act, 2002

TFC invites applications from qualified candidates to fill thirty (30) vacant posts of **Marketing Officer Grade II.**

2.0 TENURE OF EMPLOYMENT CONTRACT

Successful candidates will be contracted for a one-year term with a renewal clause not exceeding a year subject to performance and other factors.

3.0 DUTIES AND RESPONSIBILITIES

- i. To receive, verify and endorse all submitted customer orders (R & R as well as verifying cash customer account balances;
- ii. To maintain accurately customers master list and perform any required manual and system updates;
- iii. To liaise with Logistics and Distribution Section on out of stock, back orders, stock level or stock status and prepares information of critical stock level position to enable to plan effectively;
- iv. To coordinate discussion with customers and make necessary adjustments;
- v. To coordinate with Logistics and Distribution Section with regard to sales order processing to ensure effective and timely delivery of customer order.

- vi. To prepare periodic sales reports and submit to the supervisor;
- vii. To liaise with Marketing and Sales Section on orders that have not been submitted for immediate replenishment; and
- viii. To perform any other official related duties as may be assigned by the supervisors.

4.0 REQUIRED ACADEMIC QUALIFICATIONS

Due to the nature of the job, as far as fertilizer business is concerned, the applicant must possess either of the following qualifications;

Bachelor Degree in one of the following fields: Sales and Marketing, Economics, Finance, Accountancy, Entrepreneurship, Information Technology, Procurement, Agricultural Science, Business Administration/Commerce (majoring in Sales or Marketing or Entrepreneurship), or equivalent qualifications from recognized institutions.

5.0 OTHER REQUIREMENTS

- (i) Applicants must be Tanzanians;
- (ii) Applicants must not be above 45 years;
- (iii) Applicants must be conversant with both Kiswahili and English languages;
- (iv) Applicants must attach certified valid academic certificates, one recent passport size picture and birth certificate;
- (v) Academic certificates obtained from foreign universities should be verified by the Tanzania Commission for Universities (TCU);
- (vi) Certificates from foreign examination bodies for Ordinary or Advanced level education should be certified by The National Examination Council of Tanzania (NECTA);
- (vii) Form IV and Form VI results slips are strictly not accepted;
- (viii) Testimonials, partial transcripts and results slips will not be accepted;
- (ix) Applicants **must** have been previously worked with a Fertilizer Company or any Company dealing with fertilizer operations as Sales Representative or any related function and who understands government protocols on fertilizer business operations;

- (x) Application letters should be written in Swahili or English;
- (xi) Applicants should indicate three reputable referees with their reliable contacts;
- (xii) Applicants be ready to work anywhere in Tanzania;
- (xiii) Only short listed candidates will be informed on a date for interview;
- (xiv) Deadline for application is 10th April, 2024 at 3:30 p.m;
- (xv) Failure to observe any of these conditions will lead to a complete disqualification; and
- (xvi) Application letters should be posted to the address below. Hand delivery will not be entertained.**

6.0 HOW TO APPLY

Interested candidates shall submit their applications to barua@fertilizer.co.tz

OR through postal Address to;

**Director General,
Tanzania Fertilizer Company,
P. O. Box 9434,
Dar es salaam**