

20/01/2026

## **EMPLOYMENT OPPORTUNITY**


Mkwawa Leaf Tobacco Limited (MLTL) invites applications from suitable and qualified candidates to fill the **vacant** positions

### **A. LOGISTICS CO-ORDINATOR (1 POSITION)**

#### **Roles and Responsibilities:**

- Prepare logistics schedules for shipments and review opportunities for savings by removing unnecessary steps in the logistics process
- Ensure carrier compliance with company policies or procedures for tobacco transportation
- Resolve problems concerning transportation issues, logistics systems (Cromis) and refer the same to the logistics manager when necessary.
- Verify shipment and porter's documents, including Loading order, TF, loading receipt and invoices.
- Ensures pre-market audit checklists are assigned, checked and all the requirements are corrected and completed on time for all market center's before buying season
- Coordinates the allocation and distribution of various market related equipment and materials like scales, baling boxes, PPE, hessian, stationeries, bale tickets etc.
- Receives used hessian from the Morogoro Factory for final sorting and redistribute to the PS for preparation of the new crop and buying season
- Ensure Shipping officers liaise constantly with field staff, transporters and warehouse Supervisors for correct timing of truck dispatch, arrival at MC, loading at MC, arrival at warehouses and offloading so that it can immediately reassigned for another trip without delay.
- Track timely truck movements in all areas of tobacco movements (MC to RH's, RHs to factory) and control truck backlogs at factory/warehouses and receive updates for factory offloading.
- Perform all other managerial functions as assigned Prepares report on Daily, weekly and monthly tobacco shipments and stocks available at warehouses and market center's
- Prepares Daily market clearance report.
- Follow up and prepare daily, weekly, and monthly tobacco weight variance reports, comparing the mass shipped from upcountry with the mass received at the factory.
- Follow up on transporter-related bale losses from the factory and ensure that transporters are notified and appropriately deducted.

Directors: AM Huwel, TK Silindu, RA Sinamtwa, MJ Kapnias, GN Banda, DS Mayunga, GR McDonald, SJ Dumwala



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Tanzania

- Conduct continuous market procedure training for all staff involved in market operations including field staff prior to market commencement and ensure that they abide with market procedures set up
- Monitors leave control throughout the year for final authorization by the Logistics Manager.
- Ensure Compliance with Company policies

**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 (2-3) years of experience in the relevant field.
- Possession of bachelor's degree in logistics, Business Administration, or any closely related field of study.
- Familiarity with Logistics practices.
- Previous experience in the tobacco industry is deemed advantageous.

**Reporting:**

- The incumbent will report directly to the Logistics Manager

**Location:**

- The incumbent will be based in **Chunya**.





## **B. SHIPPING OFFICER (1 POSITION)**

### **Roles and Responsibilities:**

- Supervise market preparations on the respective sales floor.
- Ensure all required marketing documents are returned to regional office for capturing after market.
- Liaise with transporters to ensure purchased tobacco from Market Centers and Central Market are moved on time to Warehouse.
- Control and monitor purchased tobacco bales and weight variances per each sale and report to Regional Administrator and Logistics Manager.
- Manage and supervise all Warehouse operations in the region.
- Make a random check on bales arrived at Warehouse and report any findings.
- Liaise with buyers on all nested, over and underweight bales received at Warehouse for further action.
- Make reconciliation with Primary Society/Transporter per sale and establish any balance and weight variance to notify Primary Society/Transporter before next sale.
- Report buying trends on weekly basis in terms of bought, rejected and withdrawn bales.
- Report performance improvement on any marketing operation carried out in region like central market volume, direct shipment and online buying.
- Prepare weekly/monthly reports on sales clearance, demurrage, lost sales and bales/weight variances.
- Train Market Centre Clerks and Warehouse staff on marketing operations.
- Ensures Compliance with Company policies.
- Identifies Training gaps for subordinates.
- Controls the access points to warehouse premises by determining the custodians of the keys.
- Ensure proper use of PPEs as appropriate.
- Ensure compliance with all EHS requirements.

### **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 (1-2) years of working experience in the relevant field.
- Possession of a diploma or degree in Materials Management and logistics or any related field.
- Familiarity with Logistics practices.
- Previous experience in the tobacco industry is deemed advantageous.

**Reporting:**

- The incumbent will report directly to the Logistics Coordinator.

**Location:**

- The incumbent will be based at Uvinza.

**C. WAREHOUSE SUPERVISOR (16 POSITIONS)****Roles and Responsibilities:**

- Ensures that all workers (i.e. permanent and seasonal staff) and every person entering the warehouse adhere to company policy, rules on health and safety of workers.
- Receives TF and checking seals, posting details, bales received / dispatched and kgs lost / nested.
- Records under and overweight bales, sweepings and waste tobacco for disposal.
- Issues TF and supervision of RH team.
- Receives and check accuracy of tobacco bales weights written on bale ticket and PCN.
- Ensures that shipping documents i.e. Transporters' consignment notes, PCN are checked at the time of receiving tobacco from marketing centres and while dispatching tobacco bales to Morogoro. A store ledger for recording incoming tobacco and dispatches of tobacco is properly maintained.
- Dispatches tobacco from godown up to the warehouse and to dispatch the same to t factories in Morogoro.
- Updates shipment notification and receipt report on daily basis.
- Controls shortages of tobacco bales/kgs.
- Receives unclassified tobacco bales from PS leaders, reweighing and laying for central market preparations.
- Performs any other duties as may be assigned
- Prepare daily, weekly and monthly reports on tobacco bales kgs receiving's from market centres and central markets, dispatches of tobacco in Morogoro and balance of stock as prepared by assistant warehouse supervisor
- Prepares daily truck receiving and dispatching report and sending the same to Shipping Coordinator for compilation



- Reporting to shipping Officer any shortage of tobacco bales/Kgs
- Train Market Centre Clerks and Warehouse staff on marketing operations
- Ensures Compliance to Company policies
- Identifies Training gaps for subordinates
- Ensure proper use of PPE's as appropriate
- Ensure compliance on all EHS requirements

**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 Qualification:**

- At least (1-2) years of working experience in the relevant field
- Possession of bachelor's degree / diploma in logistics, Business Administration, Materials management or any closely related.
- Familiarity with Logistics practices.
- Previous experience in the tobacco industry is deemed advantageous.

**Reporting:**

- The incumbent will report directly to the Shipping Officer.

**Location:**

The Incumbents will be based at Chunya, Kahama, Sikonge, Urambo, Tabora and Uvinza.



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- Reporting to shipping Officer any shortage of tobacco bales/Kgs
- Train Market Centre Clerks and Warehouse staff on marketing operations
- Ensures Compliance to Company policies
- Identifies Training gaps for subordinates
- Ensure proper use of PPE's as appropriate
- Ensure compliance on all EHS requirements

**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 Qualification:**

- At least (1-2) years of working experience in the relevant field
- Possession of bachelor's degree / diploma in logistics, Business Administration, Materials management or any closely related.
- Familiarity with Logistics practices.
- Previous experience in the tobacco industry is deemed advantageous.

**Reporting:**

- The incumbent will report directly to the Shipping Officer.

**Location:**

The Incumbents will be based at Chunya, Kahama, Sikonge, Urambo, Tabora and Uvinza.



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#### **D. WAREHOUSE FOREMEN (40 POSITIONS) (SEASONAL WORK)**

##### **Roles and Responsibilities:**

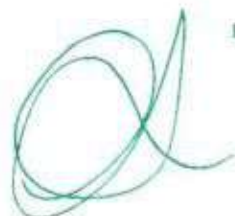
- Receives and check accuracy of tobacco bales weights written on bale ticket and PCN.
- Ensures shipping documents i.e. Transporters' consignment notes, PCN are checked at the time of receiving tobacco from marketing centres and while dispatching tobacco bales to the factory.
- Supervises the offloading and loading of the incoming/outgoing trucks
- Ensure the ledger book for recording incoming tobacco and dispatches of tobacco is properly maintained.
- Dispatches tobacco to the factory in Morogoro.
- Ensures that classified tobacco bales from each market centres and central markets are properly stacked.
- Prepare daily, weekly and monthly reports on tobacco bales Kgs receiving's from market centres and central markets.
- Report any shortage of tobacco bales/Kgs to Warehouse Supervisor
- Train Market Centre Clerks and Warehouse staff on marketing operations procedures
- Supervises all market centre Clerks
- Ensure performance is within the agreed objectives
- Ensures Compliance to all Company policies
- Identifies Training gaps for subordinates
- Ensures his/her subordinates adhere to proper use of PPE's as appropriate
- Ensure compliance on all EHS requirements

##### **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:**

- Minimum of one year of experience in implementing Logistics roles.
- Possession of at least diploma in Business Administration, Materials Management or procurement or any closely related field of study
- Familiarity with Logistics practices.
- Previous experience in the tobacco industry is deemed advantageous.





**Reporting:**

The incumbent will report directly to the Warehouse Supervisor

**Location:**

The incumbents will be based at Chunya, Kahama, Sikonge, Urambo, Tabora, Mpanda, Manyoni and Uvinza.

**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.*

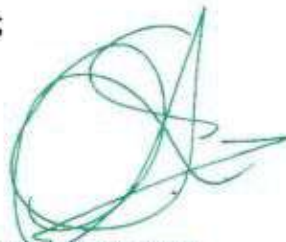
All applications should be addressed to;

**Head of Human Resources**

**Mkwawa Leaf Tobacco Limited**

**Tabora or Chunya**

and send electronically through [hr@mkwawatanz.com](mailto:hr@mkwawatanz.com)



**Mkwawa Leaf Tobacco Limited**  
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