



## 1. Training Officers - 3 Posts

Morogoro, Kilombero, Tanzania, United Republic of

Contracted

Experienced

### **Job Purpose**

The Kilombero Community Charitable Trust (KCCT) is seeking passionate Agriculture Training Officers to lead our training initiatives in sustainable sugarcane cultivation and marketing for Agricultural Marketing Cooperative Societies (AMCOS).

### **Specific Duties and Responsibilities**

- **Training Needs Analysis:** Conduct assessments to identify skill gaps and training requirements among AMCOS, farmers, and stakeholders involved in sugar cane production.
- **Training Delivery:** Facilitating engaging and interactive training sessions to AMCOS.
- **Performance Evaluation:** Monitoring the effectiveness of training programs through assessments, evaluations, and feedback mechanisms to measure knowledge retention and skill development.
- **Stakeholder Engagement:** Collaborating with internal departments, external partners, government agencies, and community stakeholders to align training initiatives with broader organizational and industry objectives.
- **Continuous Improvement:** Continuously reviewing and updating training materials, methodologies, and curricula to incorporate new technologies, industry trends, and best practices.
- **Community Outreach:** Engaging with local communities and farmers to provide education, extension services, and capacity-building initiatives aimed at improving sugar cane farming practices, socio-economic development, and sustainability.
- **Record Keeping:** Performing record keeping for all training, modules, manuals, events, costs, and registers.

### **Job Qualification and Experience**

- Diploma in Applied Agricultural Extension, Agriculture or a related field.
- Experience delivering training in a diverse environment, with a focus on inclusivity and cultural sensitivity
- Minimum 3 years of experience in sugarcane farming.
- Proven expertise in the sugarcane industry, including a strong understanding of AMCOS grower operations.
- Demonstrated commitment to sustainable agricultural practices and environmental stewardship.
- Excellent problem-solving, organizational, and time-management skills.
- Excellent written and verbal communication skills in English and Swahili.

**Terms Of Service:** The successful candidate will be engaged on a Contract Basis.

All interested candidates, who meet the above requirements, please apply for the position on or before 22nd April 2024. Only shortlisted candidates will be contacted.

Kilombero Community Charitable Trust is an equal-opportunity employer. Women and people with disability are highly encouraged to apply.

To Apply, [\*\*CLICK HERE\*\*](#)

## **2. Administrative Assistant - 1 Position**

Morogoro, Kilombero, Tanzania, United Republic of

Contracted

Experienced

### **Job Purpose**

The Kilombero Community Charitable Trust (KCCT) Seeks a detail-oriented and highly motivated Administrative Assistant to join our team and ensure the smooth operation of our daily activities.

### **Specific Duties and Responsibilities**

- **Managing Correspondence:** Handling incoming and outgoing emails, phone calls, and other communications, and responding to inquiries.

- Scheduling and Coordination: Organizing meetings, appointments, and travel arrangements for team members, and maintaining calendars to ensure smooth operations.
- Office Management: Overseeing office supplies, equipment, and facilities, including ordering supplies, coordinating repairs, and maintaining a clean and organized workspace.
- Data Entry and Record Keeping: Inputting, updating, and maintaining databases, spreadsheets, and filing systems to ensure accurate and accessible records.
- Compliance: Maintaining confidentiality, and adhering to company policies, procedures, and legal requirements.
- Time and Expense Management: Tracking employee hours, preparing timesheets, and processing expense reports to ensure accurate reimbursement.
- Miscellaneous Tasks: Performing various ad-hoc administrative tasks and projects as assigned by management to support the overall functioning of the office or organization

### **Job Qualification and Experience**

- Diploma in Business Administration or equivalent.
- Proven experience in an administrative role, preferably in an office setting.
- Proficiency in office software applications, including Microsoft Office suite
- Excellent problem-solving, organizational, and time-management skills.
- Excellent written and verbal communication skills in English and Swahili.
- Ability to work independently with minimal supervision and as part of a team

**Terms Of Service:** The successful candidate will be engaged on a Contract Basis.

All interested candidates, who meet the above requirements, please apply for the position on or before 22nd April 2024. Only shortlisted candidates will be contacted.

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## 3. Training Manager - 1 Position

Morogoro, Kilombero, Tanzania, United Republic of

Contracted

Experienced

### **Job Purpose**

The Kilombero Community Charitable Trust (KCCT) is seeking an experienced Training Manager to lead our initiatives focused on sustainable sugarcane farming within Agricultural Marketing Cooperative Societies (AMCOS) in the Kilombero Valley.

### **Specific Duties and Responsibilities**

- **Developing Training Programs:** Designing and developing comprehensive training programs tailored to the specific needs of AMCOS members, focusing on best agricultural practices, crop management, and sustainable farming techniques.
- **Conducting Training Sessions:** Deliver high-quality training workshops, and demonstrations to AMCOS members, utilizing effective teaching methodologies and tools to ensure knowledge transfer and skill development.
- **Promoting Sustainability:** Promoting sustainable agricultural practices among AMCOS members, including environmental conservation, natural resource management, and smart farming techniques, to ensure the long-term viability and resilience of farming communities.
- **Reporting:** Fulfill administrative requirements for reporting and documentation of all the training and other administrative roles.
- **Monitoring and Evaluation:** Monitoring the effectiveness of training programs through regular assessments and evaluations to ensure that training objectives are met and identify areas for improvement.

### **Job Qualification and Experience**

- Bachelor's degree within Science in Applied Agricultural Extension or a related field.
- Experience delivering training in a diverse environment, with a focus on inclusivity and cultural sensitivity.
- Minimum 5 years of experience in sugarcane farming.
- Proven expertise in the sugarcane industry, including a strong understanding of AMCOS grower operations.
- Demonstrated commitment to sustainable agricultural practices and environmental stewardship.
- Excellent problem-solving, organizational, and time-management skills.

- Excellent written and verbal communication skills in English and Swahili.
- Experience working on Donor-Funded Projects and with Non-Government Organizations (preferred).

**Terms Of Service:** The successful candidate will be engaged on a Contract Basis.

All interested candidates, who meet the above requirements, please apply for the position on or before 22nd April 2024. Only shortlisted candidates will be contacted.

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