



TANGANYIKA INSTANT COFFEE PUBLIC LIMITED COMPANY

Head Office

P. O. Box 410
Bukoba, Tanzania.
Tel: 255 734 251 456
Email: info@tanicafe.co.tz
Website: www.tanicafe.co.tz

Branch Office

P. O. Box 9660
Dar es Salaam, Tanzania.
Tel: 255 734 888 956
Email: tanicafe@tanicafe.co.tz
Website: www.tanicafe.co.tz

JOB VACANCY ANNOUNCEMENT

Tanganyika Instant Coffee Co. Ltd (TANICA), based in Bukoba Municipality, Kagera Region, has been an experienced producer of Instant Coffee in Tanzania since 1963. TANICA invites Tanzanian applicants with suitable qualifications and experience to fill the following available vacancies:

1. LEGAL OFFICER (1 POSITION)

Key Responsibilities

- Preparing of legal opinions and offering guidance on legal matters.
- Monitoring compliance with the legal and regulatory framework.
- Reviewing, drafting, negotiating, securing and administering Licenses, Agreements and Contracts for which the Company may be involved.
- Safeguarding the Company from possible litigation by offering legal counsel to the Company Management and staff.
- Assist to develop company policies, rules and regulations.
- Formulating of statutes that govern the conduct of discipline of staff from time to time as may be deemed necessary.
- Preparing of updates to the management in relation to reviews and interpretations of Company statutes.
- Formulating and guiding on the preparation of documents such as Memoranda of Understanding and Collaboration agreements between the Company and external parties.
- Crafting charges for staff who violating regulations governing conduct and discipline in the Company.
- Ensuring that the Company adheres to the laid down procedures and regulations in employment matters, disciplinary measures and any other matter, which has legal implications.
- Will be conducting any other lawful duty as assigned by the immediate supervisor.

ISO 22000:2018 CERTIFIED COMPANY



Qualifications and Experience:

- Must be a Bachelor degree holder in Law (LLB) from a recognized university.
- Must be a registered lawyer with a corporate governance knowledge.
- At least must have five (5) years of active legal practice.

2. PERSONAL SECRETARY (1 POSITION)

Key Responsibilities:

- Preparing and maintaining records of meetings, correspondence, and other official documents.
- Preparing meetings extracts and arrangements.
- To make sure that office environment is tidy.
- Managing schedules, appointments, and travel arrangements for senior staff.
- Receiving and directing visitors and telephone calls appropriately.
- Assisting with general office administrative tasks.
- Maintaining confidentiality and professionalism at all times.

Qualifications and Experience:

- Diploma in Secretarial Studies (NTA – Level 6) or office management or equivalent qualifications from a recognized institution.
- Must have passed both short hand (English) and Kiswahili (hatimkato) at a speed of 100 wpm
- Proficient in Microsoft word, Excel, PowerPoint, Internet, Email and Publisher
- Minimum of **three (3) years** working experience.
- Strong written and verbal communication skills in both English and Kiswahili.

3. ELECTRICAL AND ELECTRONICS TECHNICIAN (1 POSITION)

Key Responsibilities:

- Conducting routine maintenance and repairing of electrical and electronic systems and equipment.
- Installing and configuring electrical systems and machinery.
- Ensuring safety compliance in handling electrical devices.
- Keeping maintenance logs and service records up to date.
- Troubleshooting and diagnosing faults in electrical/electronic systems.
- Work in conformity with Food Safety Management System and ISO 22000.



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- Any other duties as may be assigned by the Supervisor.

Qualifications and Experience:

- Must have an Ordinary Diploma (NTA – Level 6) in Electrical and Electronics Engineering or equivalent qualifications from a recognized institution. Bachelor degree will be an added advantage.
- Must be registered or eligible for registration with Engineers Registration Board (ERB) or other relevant professional Board.
- At least **three (3) years** of practical experience in a similar role.
- Ability to work independently and under minimal supervision.

4. MECHANICAL TECHNICIAN (1 POSITION)

Key Responsibilities:

- Performing routine inspections of mechanical equipment and systems to ensure safe and efficient operations
- Performing preventative maintenance on machines and equipment by conducting checks and repairs
- Diagnosing mechanical faults and malfunctions and determine the most effective solutions
- Repairing or replacing broken or malfunctioning components of machinery and equipment
- Carrying out detailed maintenance procedures to ensure longevity of mechanical equipment
- Understanding and implementing safety standards and regulations
- Producing detailed service reports and document maintenance actions
- Coordinating with other team members and departments to optimize maintenance tasks
- Work in conformity with Food Safety Management System and ISO 22000.
- Any other duties as may be assigned by the Supervisor.

Qualifications and Experience:

- Must have an Ordinary Diploma (NTA – Level 6) in Mechanical Engineering from recognized institution. Bachelor degree will be an added advantage.



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- Must be registered or eligible for registration with Engineers Registration Board (ERB) or other relevant professional Board.
- At least **three (3) years** of practical experience in a similar role.
- Ability to work independently and under minimal supervision.

5. REGISTRY OFFICER (1 POSITION)

Key Responsibilities

- Developing and maintaining records management systems and filing procedures.
- Ensuring accurate classification, indexing, storage, and retrieval of physical and electronic records.
- Maintaining records in accordance with organizational policies and legal/industry standards.
- Working closely with departments to ensure proper records handling.
- Training staff on records management procedures and document handling guidelines.
- Coordinating with external bodies when transferring or receiving official records.
- Preparing reports on registry activities, document movement, and records usage.
- Maintaining statistics on document flow and registry performance.
- Ensuring proper documentation of records management policies and procedures.
- Safeguarding sensitive information and maintain secure custody of confidential records.
- Managing incoming and outgoing correspondence (mail, emails, memos, official documents).
- Maintain up-to-date registers, logs, and tracking systems for all documents.

Qualifications and Experience:

- A diploma or professional certification in Records Management, Archival Studies, or Document Control.
- Demonstrated experience managing both physical and electronic records.
- Previous experience in a public sector, corporate office, or administrative environment is desirable.
- Good communication and interpersonal skills.
- Minimum of three (3) years working experience.
- Strong written and verbal communication skills in both English and Kiswahili.



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Mode of Application:

Interested and qualified candidates should submit the following documents:

- A signed application letter.
- Updated Curriculum Vitae (CV).
- Copies of academic and professional certificates.
- Copy of birth certificate.
- One recent passport-size photograph.

Applications should be addressed and sent to the following address **not later than 10/12/2025**.

**The General Manager,
Tanganyika Instant Coffee PLC,
P.O. Box 410,
Bukoba, Tanzania.**

Email: gm@tanicafe.co.tz

Copy to: hr@tanicafe.co.tz

Note: Only shortlisted candidates will be contacted for further recruitment steps.