



## TANGANYIKA INSTANT COFFEE PUBLIC LIMITED COMPANY

### Head Office

P. O. Box 410

Bukoba, Tanzania.

Tel: 255 734 251 456

Email: [info@tanicafe.co.tz](mailto:info@tanicafe.co.tz)

Website: [www.tanicafe.co.tz](http://www.tanicafe.co.tz)

### Branch Office

P. O. Box 9660

Dar es Salaam, Tanzania.

Tel: 255 734 888 956

Email: [tanicadar@tanicafe.co.tz](mailto:tanicadar@tanicafe.co.tz)

Website: [www.tanicafe.co.tz](http://www.tanicafe.co.tz)

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## 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. ACCOUNTANT (1 POSITION)

#### Key Responsibilities

- Record all financial transactions (sales, purchases, expenses, receipts)
- Maintain accurate and up-to-date books of accounts (general ledger)
- Ensure proper documentation and filing of financial records
- Prepare monthly, quarterly, and annual financial reports:
- Ensure reports comply with accounting standards and company policies
- Assist in preparing annual budgets
- Monitor actual performance against budgets
- Conduct variance analysis and advise management on cost control
- Perform bank reconciliations regularly
- Monitor cash flow and liquidity position
- Ensure proper handling of cash receipts and payments
- Manage payments to suppliers (creditors)
- Follow up on customer payments (debtors)
- Ensure timely invoicing and collections
- Prepare and file tax returns (VAT, PAYE, Corporate Tax, etc.)
- Ensure compliance with tax laws and regulations
- Liaise with tax authorities when required
- Undertake any other duties appropriate to the post as may be assigned from time to time by the immediate supervisor.



**Qualifications and Experience:**

- Must have a bachelor degree in accounts or related field.
- CPA, ACCA, ACA or equivalent is an added advantage.
- Minimum of 3 years of relevant working experience in Finance and Accounting in a reputable organization.

**2. SALES DRIVER (1 POSITION)**

**Key Responsibilities:**

- Transport products, materials, securely to customers/areas where they are needed;
- Guarantee that products and staff are protected and secured during transportation;
- Answer clients' inquiries during mobile sales and Marketing Activities;
- Ensure timely conveyance of staff and materials to and from places as instructed;
- Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance;
- Carry out routine checks on vehicles and ensure they are in good condition;
- Report any instance of mishap, accident or damage of vehicles to the immediate supervisor.
- Keep all records, including receipts for vehicle maintenance, fuel, parking charges and vehicle security;
- Keep up a travel logbook to record areas travelled to, travel time, and work hours.
- Undertake any other duties appropriate to the post as may be assigned from time to time by the immediate supervisor.

**Qualifications and Experience:**

- Must be a holder of a form 4 Certificate.
- Driving certificate from a recognized training institute.
- Must have at least certificate in any business related.
- Must possess a class "E" driving license.
- Minimum of 5 years' experience in driving with a track record of accident.

**3. MACHINE OPERATORS (4 POSITION)**

- Auto electric – 1 post**
- Electrical installation/industrial electrical – 2 posts**
- Boiler operations -1 post**

**Key Responsibilities:**

- Ensure the machines are regularly checked and cleaned before the production begins
- Monitoring and controlling the machine performance and settings



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- Regularly conduct tests of the machine's performance and operating capacity
- Feed raw-materials into machines
- Checking the product output during production to spot any machine-related mistakes or flaws as well as identify and fixing any issues or malfunctions related to production that may occur during the shift.
- Keep an updated database on all of the machine's information, defective units and final products of a particular Production shift.
- Maintaining a log of the production activities and regularly submit performance reports.
- Work in conformity with Food Safety Management System (ISO 22000:2018);
- Undertake any other duties appropriate to the post as may be assigned from time to time by the immediate supervisor.

### **Qualifications and Experience:**

- Must be a holder of a form 4 Certificate.
- Must have a certificate from reputable Vocational training institutes level III/Grade I in: Auto electric, Electrical installation/industrial electrical with experience in motor rewinding and Boiler operations.
- Must have at least three (3) years of working experience.

### **4. ARTISAN (1 POSITION)**

#### **Key Responsibilities:**

- General Plant maintenance, Motor Vehicle, Building, Equipment, Workshop and all engineering duties.
- Helping the technician in assembling of machines, carrying out various repairs works in the company,
- Cleaning of workshop, water treatment section, and stores.
- Work in conformity with food safety Management System.
- Can be assigned any other related duties by his superiors.
- Undertake any other duties appropriate to the post as may be assigned from time to time by the immediate supervisor.

#### **Qualifications and Experience:**

- Must be a holder of a form 4 Certificate.
- Must have certificate level III or Trade Test Grade I in boiler operations.
- Must have at least three (3) years of working experience.

#### **Mode of Application:**



## TANGANYIKA INSTANT COFFEE PUBLIC LIMITED COMPANY

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 04/05/2026**.

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

Email: [gm@tanicafe.co.tz](mailto:gm@tanicafe.co.tz)

Copy to: [hr@tanicafe.co.tz](mailto:hr@tanicafe.co.tz)

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