

Job Description

Title: General Manager

Report to: Board of Directors

Company: Kilombero Farmers Rice Trading Company (KTC)

Location: Mlimba, Tanzania

About the company

Kilombero Rice Farmers Trading Company (KTC) is a rice farmer owned company located in Mlimba, Morogoro Region. The company deals with trading rice and inputs as well as providing extension services to members and nonmembers farmers. The company was established in 2018 with the aim of empowering smallholder farmers to participate in the rice value chain. KTC is looking for strong, energetic, experienced, creative, and knowledgeable General Manager to join our team in Mlimba, Morogoro, Tanzania.

Position Overview:

The General Manager is overall in charge of the company responsible for implementing the strategy of the organization, leading, and managing team, and establishing effective policies and guidelines. She/He is required to be a thoughtful leader and a confident decision-maker, to enhance company productivity. The GM will be responsible for improving efficiency and increasing profits while overseeing the comprehensive operations of the company. This role involves the supervision of various business streams and departments, managing and approving budgets, and initiating strong market strategy aimed at attracting more customers or buyers while ensuring shareholders/members are satisfied with the company performance and services.

Key Responsibilities:

- Plans, organizes, directs, coordinates, controls, and supervises the overall activities and operations of the company in an integrated and efficient manner.
- Sets a strategic plan to achieve a company's growth through a steady stream of profit and loss management.
- Maintain strong relationship with a donor by ensuring timely submission of both financial and narrative reports as well as providing regular updates.
- Retaining and searching for new customers or buyers for the business products and services of the company as well as leading the negotiations and contract signing with the buyers.
- Optimizes operation processes by reducing cost of operations, production time and improving labor efficiency.
- Develop and implement strategic plans that align with the company's vision and objectives. Conduct assessment with the customer or buyers to understand level of satisfactions of the products and services.

- Work closely with the finance personnel to manage budgets, financial planning, and investment strategies. Ensure financial sustainability and profitability of the company's operations.
- Supervise the Factory's operations by leading a technical resources team to ensure they process high quality rice by adhering to company quality standard and food safety requirement of the company.
- Lead, motivate, and develop a high-performing team fostering a culture of excellence, innovation, and continuous improvement.
- Develop and communicate business impact on weekly, monthly, and quarterly performance reports and present to staff, board of directors and shareholders.
- Build and maintain strong relationships with farmers' organizations, government agencies, marketing partners, and other stakeholders.
- Maintain transparent communication with the board, providing regular updates on company performance, challenges, and strategic initiatives.
- Increase visibility of the company by attending external meetings and sharing company activities.

Qualifications:

- Bachelor's degree in Business Administration, Agribusiness, or a related field.
- Strong experience working with private company especially food processing company or related field with minimum of 2-3 years
- Demonstrate experience of increasing revenue of the company and penetrating new product in the market
- Ability to analyze and solve problems, results-oriented.
- Strong leadership and strategic thinking skills, with the ability to inspire and lead teams towards achieving common goals.
- Excellent written and verbal English and Swahili communication skills.
- Good supervisory, communicative, management, and administrative skills, and proficiency in the use of a personal computer
- Knowledge of agricultural practices, market dynamics, and supply chain management is highly desirable.

How to Apply:

- Submit a cover letter illustrating your suitability for the position against the listed requirements.
- Detailed curriculum vitae showing contact address, email, and day-time mobile phone number(s) and three (3) referees, ONE being your last employer.

Completed applications containing above information should be submitted as attachments to an email to: Anastazia Massay: anastazia.massay@norgesvel.no and Sophia Weinand: Sophia.Weinand.Stephen@norgesvel.no with cc to Expeditha Julius: expyeejulius19@gmail.com

Deadline for the submission is 18.03.2024 by 5pm Tanzania time.