

## EXCITING JOB AND CAREER OPPORTUNITY AT PY TECH LIMITED

Pytech Ltd is a registered Company under the laws of the United Republic of Tanzania and acquired a certificate of incorporation in 2013. Pytech Ltd will add value to finding creative solutions to the Pyrethrum industry in producing quality flowers, offering training to develop the quality seeds and holding the farmers in good strive when it comes to enhancing agronomical good practices and drying Pyrethrum flowers and continually looking for improvements. The place of work is in Mbeya (T.Z)

The company is seeking to recruit highly experienced and competent professionals in the following areas: Group Managing Director, Head of Production, Laboratory Supervisor, Finance and administration Officer, Processing Technician, Laboratory Analyst, Asset and Stores. Interested and qualified individuals are invited to apply;

Job Position	Responsibilities	Required Qualifications	Required Experience	Other Skills
<b>Managing Director(1)</b>	<p>The PY TECH Managing Director shall inter alia, be responsible for the following functions;</p> <ul style="list-style-type: none"> <li>• <b>BUSINESS PLAN IMPLEMENTATION:</b> Implement the strategic goals and objectives of Pytech Ltd; give direction and leadership towards the achievement of the Company's vision, mission, strategy and its annual goals and objectives</li> <li>• <b>GUIDING EMPLOYEES:</b> Guiding employees in achieving the goals and ambitions of the organization. Ensure that all processes and practices are working in a proper manner</li> <li>• <b>SOURCING FUNDS:</b> Acquire, develop and maintain the necessary credit lines and other financial and non-financial resources necessary to meet the company's objectives</li> <li>• <b>VISION AND MISSION:</b> Ensure that the vision, mission, purpose, goals, objectives, outputs and</li> </ul>	<ul style="list-style-type: none"> <li>• Be a holder of master's degree in agriculture/chemical engineering</li> </ul>	<p>Minimum of 5yrs hands on experience from a reputable institution would be an added advantage</p>	<p>Skills in leading people and management of teams Strong and proven ability to work independently to deliver results and strong commitment to professional ethics and integrity Fluency in oral and written English &amp; Swahili</p>

	<p>policies set by the Board of Trustees are fully implemented, complied with and met</p> <ul style="list-style-type: none"> <li>• <b>CONTINUOUS IMPROVEMENT:</b> Developing strategic plans for the growth of the company, consider financial and the technical standing of the company, and devise plans to bring about improvements</li> </ul>			
<b>Head of Production(1)</b>	<p>Reporting to the Managing Director Pytech Ltd, head of Production will perform the following tasks</p> <ul style="list-style-type: none"> <li>• Monitoring daily full processing of Pyrethrum(raw material to refined extract) and essential oils</li> <li>• Responsible for processing parameters and standards</li> <li>• Responsible for the supply and use of solvents, chemicals, steam and cooling system</li> <li>• Responsible for the proper storage of raw materials, crude, pale, sludge, Py marc and Py dust</li> </ul>	<ul style="list-style-type: none"> <li>• Be a holder of Bachelor`s degree in chemical engineering</li> </ul>	<p>Min 3 years of experience in chemical engineering from a reputable institution</p>	<p>Excellent verbal and written communication skills (English &amp; Swahili). Ability to work well with management and staff at all levels Goal-oriented, organized team player Strong and proven ability to work independently to deliver results and strong commitment to professional ethics and integrity</p>

<b>Procurement officer (1)</b>	<ul style="list-style-type: none"> <li>• Purchase supply of products/materials</li> <li>• Determine the lowest cost for products/materials</li> <li>• Track and record orders</li> <li>• Receive orders and document arrivals</li> <li>• Manage supply base</li> <li>• Analyze market and delivery systems</li> <li>• Source and interview vendors; negotiate contracts</li> </ul>	Bachelors` degree in Procurement and supply chain and logistics management	3 years of experience in supply chain management	<p>Excellent verbal and written communication skills (English &amp; Swahili).</p> <p>Proficient computer skills, including Microsoft office suite (Word, excel, power point &amp; internet)</p> <p>Ability to read and interpret technical data</p> <p>Good time management skills</p> <p>Ability to work in a high-pressure environment</p>
<b>Laboratory Supervisor (1)</b>	<ul style="list-style-type: none"> <li>• Ensure high quality of refined product that meet customer requirements</li> <li>• Monitoring the entire factory process and advising the factory team</li> <li>• Control and analysis of all parameters related to the quality of products</li> </ul>	Bachelor's Degree in Laboratory Sciences	3 years of experience in Laboratory works	<p>Excellent verbal and written communication skills (English &amp; Swahili).</p> <p>Proficient computer skills , including Microsoft office suite (Word ,excel,</p>

	<ul style="list-style-type: none"> <li>• Taking decision on any critical issue of product quality in collaboration with the factory manager</li> <li>• Responsible for all laboratory equipments</li> <li>• Ensure that the stock of consumables and spare parts are consistently available</li> <li>• Carrying out the research on quality uncertainty</li> <li>• Maintain and develop the relationship with experts of customer`s laboratories</li> </ul>			<p>power point &amp; internet)</p> <p>Ability to read and interpret technical data</p> <p>Good time management skills</p> <p>Ability to work in a high pressure environment</p>
<p><b>Laboratory Analyst(1)</b></p>	<ul style="list-style-type: none"> <li>• Quality control product from each section of production (grist, crude extract, refined pale extract, by chemical and physiochemical methods of analysis</li> <li>• Applies the analytical methods for the determination of purity and impurities content in sample/product coming from crop and factory production site (raw-materials, in process control samples, finished products and waste water samples) as per the correspondent analytical plan</li> <li>• Carrying out tests, interpreting results and learning to spot obvious errors, identifying their source and rectifying them</li> </ul>	<p>Bachelor`s Degree in Laboratory Sciences</p>	<p>3 years of experience in Laboratory works</p>	<p>Excellent verbal and written communication skills (English &amp; Swahili).</p> <p>Proficient computer skills , including Microsoft office suite (Word ,excel, power point &amp; internet)</p> <p>Ability to read and interpret technical data</p> <p>Good time management skills</p>

	<ul style="list-style-type: none"> <li>Keeps instruments correctly calibrated and does regular maintenance as scheduled</li> </ul>			Ability to work in a high pressure environment
<b>Accountant (1)</b>	<ul style="list-style-type: none"> <li>Preparing accounts and tax returns</li> <li>Monitoring spending and budgets</li> <li>Auditing and analyzing financial performance</li> <li>Financial forecasting and risk analysis</li> <li>Advising on how to reduce costs and increase profits</li> <li>Compiling and presenting financial and budget reports</li> <li>Ensure that financial statements and records comply with laws and regulations</li> <li>Keeping account books and systems up to date.</li> </ul>	<p>Bachelor's Degree in Accounting or Finance</p> <p>Being a holder of ACCA/CPA is an added advantage</p>	3 years of experience in accounting/finance	<p>Excellent verbal and written communication skills (English &amp; Swahili).</p> <p>Proficient computer skills , including Microsoft office suite (Word ,excel, power point &amp; internet)</p> <p>Ability to read and interpret technical data</p> <p>Good time management skills</p> <p>Ability to work in a high pressure environment</p>
<b>Processing Technician(1)</b>	<ul style="list-style-type: none"> <li>Evaluate repair and modification requests of plant equipment and systems from staff</li> </ul>	Advanced diploma in mechanical engineering	3 years of experience in accounting/finance	Excellent verbal and written communication skills (English & Swahili)

	<p>working on the machines.</p> <ul style="list-style-type: none"> <li>• Apply his competence in plant maintenance practices to determine causes of reported malfunctions and modification needs.</li> <li>• Offering resolutions by directing on procedures of corrective action while observing cost feasibility and his plant capacities.</li> <li>• Ensure that the plant remains effective in its daily operations for profitable completion of production. Optimization of the manufacturing process and resources used</li> <li>•</li> </ul>			<p>Swahili).</p> <p>Proficient computer skills , including Microsoft office suite (Word ,excel, power point &amp; internet)</p> <p>Ability to read and interpret technical data</p> <p>Good time management skills</p> <p>Ability to work in a high pressure environment</p>
<b>Asset and Stores(1)</b>	<ul style="list-style-type: none"> <li>• Participating in overall stores management at Pytech Ltd</li> <li>• Ensure proper custody and keep an update record of the company materials and equipment</li> <li>• Ensure period stock taking is carried out and reconciliation done between physical stock and</li> </ul>	Advanced diploma in Accounting/Finance	3 years of experience in accounting/finance	<p>Excellent verbal and written communication skills (English &amp; Swahili).</p> <p>Proficient computer skills , including Microsoft office suite (Word ,excel,</p>

	<p>book stock</p> <ul style="list-style-type: none"> <li>• Be responsible for receiving and issuing of stock items</li> <li>• Ensure proper custody and keep an update records of stock items using stock cards</li> <li>• Participate in putting in place a modern inventory management system</li> </ul>			<p>power point &amp; internet)</p> <p>Ability to read and interpret technical data</p> <p>Good time management skills</p> <p>Ability to work in a high pressure environment</p>
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**Interested candidates should bring the following documents;**

- An Application Letter addressed to the CEO, Horizon Group Ltd
- A Comprehensive CV With three Referees
- Copies of Academic and Professional Certificates

- Photocopy of Identity Card
- Two passport size photographs

**Deadline: Application Documents should reach Horizon Email address not later than 7<sup>th</sup> July 2021 at 4pm.**

**Remuneration & Benefits Regime:** Attractive and commensurate with Qualification and Professional Experience

**Note:** Applications are only received via email address ``recruitment@pytechltd.com. Incomplete applications will not be considered. Only shortlisted Candidates will be contacted.

**Done at Kigali, 29th June 2021**

**Fred MUZIRAGUHARARA  
CEO, Horizon Group Ltd.**