

TANGAZO 04/04/2025

YAH: MAOMBI YA KAZI ZA MSIMU KWA MWAKA 2025/2026

**KAMPUNI YA MKWAWA LEAF TOBACCO LIMITED INA
WATAARIFU WANANCHI WOTE KWAMBA, ITAANZA
KUPOKEA BARUA ZA MAOMBI YA KAZI KWA
WANAOHITAJI KUFANYA KAZI ZA MSIMU KATIKA
KAMPUNI YETU KUANZIA TAREHE 04/04/2025**

KAZI ZILIZOPO NI KAMA IFUATAVYO:

1.KITENGO CHA MAPOKEZI(RECEIVING)

- 1.1 RECEIVING SUPERVISOR**
- 1.2 WAREHOUSE SUPERVISOR**
- 1.3 OVERSEERS**
- 1.4 PRE-ISSUE COMPUTER OPERATORS**
- 1.5 SCANNERS**
- 1.6 FORKLIFT DRIVERS**
- 1.7 TBF DRIVER/TOWER MOTOR**
- 1.8 LIFT-TRUCK DRIVER**
- 1.9 GENERAL WORKERS**

2.KITENGO CHA QUALITY CONTROL

- 2.1 NTRM SUPERVISOR**
- 2.2 COMPUTER OPERATOR**
- 2.3 QC DATA ANALYST**
- 2.4 MOISTURE OVEN OPERATOR**

- 2.5 DEGRADATION OPERATOR**
- 2.6 STEM TESTER OPERATOR**
- 2.7 BEETLE AND WAREHOUSE ATTENDANT**
- 2.8 SPECIAL TEST SAMPLE COLLECTOR**
- 2.9 MOISTURE SAMPLE COLLECTOR**
- 2.10 NTRM ANALYST**
- 2.11 BALE & CARTON NTRM SEARCHER**
- 2.12 CHEMICAL ANALYST**
- 2.13 GENERAL WORKER**

3. KITENGO CHA UZALISHAJI (PROCESSING)

- 3.1 ASSISTANT PROCESSING COORDINATOR**
- 3.2 PRODUCTION SUPERVISORS**
- 3.3 PRODUCTION OVERSEERS**
- 3.4 OPERATORS**

- **OPERATOR BLENDING**
- **OPERATOR MINIFLOOR**

3.5 ATTENDANTS

- **ATTENDANT MID-PLATFORM**
- **ATTENDANT SCRAP LINE**
- **ATTENDANT BLENDING**
- **ATTENDANT DRIER**
- **ATTENDANT FINES**
- **ATTENDANT LAMINA (HOLD DOWN PRESS)**
- **ATTENDANT STEM PRESS**
- **ATTENDANT STRAPPINGS (LAMINA PRESS)**
- **ATTENDANT STEM PRESS**
- **ATTENDANT THRESHING 1st TO FINAL SCREENS**

3.6 FORKLIFT DRIVER PACKING MATERIAL

3.7 OFFALS CLERK

3.8 DUST COLLECTORS

3.9 GENERAL WORKERS

4. KITENGO CHA UZALISHAJI (UCHAMBUAJI)

4.1 HAND STEMMING SUPERVISOR

4.2 HAND STEMMING OVERSEER

4.3 OPERATOR (PRESS)

4.4 OPERATOR (SILO & DRIER)

4.5 HAND STEMMING ATTENDANTS

- **ATTENDANT (HOLDOWN)**
- **ATTENDANT (SILO & DRIER)**
- **ATTENDANT (STRAPPING)**

4.6 HAND STEMMING OFFAL CLERK

4.7 GENERAL WORKERS

5. KITENGO CHA USAFIRISHAJI (SHIPPING)

5.1 OVERSEERS

- **COOLING OVERSEER**
- **WAREHOUSE OVERSEER**

5.2 COMPUTER OPERATOR

5.3 SCANNER

5.4 FORKLIFT DRIVER

5.5 CORE STRAPPER CLERK

5.6 TBF DRIVER/TOWER MOTOR

5.7 MARKER

5.8 SWEEPER

6.KITENGO CHA LEAF ACCOUNTS

- 6.1 COMPUTER SUPERVISORS**
- 6.2 COMPUTER OPERATORS**
- 6.3 TICKETS CONTROLLERS**
- 6.4 SCANNERS**
- 6.5 TICKET COLLECTORS**

7.IDARA YA LEAF AND SALES

- 7.1 LEAF CHECKERS**

8.KITENGO CHA GHALA (STORE)

- 8.1 Store Attendant**
- 8.2 Fuel Attendant**

SIFA ZA WAOMBAJI

1. COMPUTER OPERATORS & SCANNER

- ✓ **AWE AMEHITIMU KIDATO CHA NNE**
- ✓ **AWE NA CHETI CHA ELIMU YA KOMPYUTA**

2. DRIVERS

- ✓ **AWE NA UJUZI WA KUENDESHA CHOMBO HUSIKA**
- ✓ **AWE NA LESENI HAI YA DARAJA HUSIKA**

1. QUALITY CONTROL

- ✓ **AWE AMEHITIMU KIDATO CHA NNE**

SIFA ZA WAOMBAJI WENGINE WOTE

- ✓ **AWE ANAJUA KUSOMA NA KUANDIKA;**
- ✓ **AWE AMETIMIZA UMRI WA MIAKA 18 AU ZAIDI.**
- ✓ **AWE NI RAIA WA TANZANIA**

WAOMBAJI WANATAKIWA KUTEKELEZA MASHARTI

YAFUATAYO:

- 1. KUANDIKA BARUA YA MAOMBI IKIONYESHA MAJINA MATATU KAMA YANAVYOONEKANA KWENYE VITAMBULISHO, KAZI ANAYOIMBA NA KITENGO HUSIKA. (MFANO-MAOMBI YA KAZI YA GENERAL-KITENGO CHA UZALISHAJI) BARUA YA MAOMBI IWE NA VIAMBATANISHO VIFUATAVYO;**

- **NAKALA YA KITAMBULISHO CHA TAIFA AU CHA KUPIGIA KURA, LESENI YA UDEREVA AU CHETI CHA KUZALIWA.**
- **NAKALA YA NAMBA ZA MLIPA KODI YAANI TIN NAMBA.**
- **PICHA NDOGO MBILI (ZA RANGI) ZA MUOMBAJI ZILIZOPIGWA HIVI KARIBUNI.**

- **BARUA YA MWISHO WA UKOMO WA AJIRA AU SALARY SLIP AU CERTIFICATE OF SERVICE (KWA WOTE AMBAO WALIFANYA MSIMU ULIOPITA WA MWAKA 2024**
- **LESENI ZA UDEREVA KWA WALIOMBA NAFASI ZA FORKLIFT DRIVER**
- **CHETI CHA KIDATO CHA NNE NA COMPUTER KWA WALIOMBA NAFASI ZA COMPUTER OPERATOR NA SCANNER**

BARUA ZINATAKIWA KULETWA KIWANDANI, BARABARA YA MAZIMBU NA ZIDUMBUKIZWE KWENYE BOX MAALUMU LITAKALO PATIKANA NJE YA GETI LA PILI LA KIWANDANI.

- **MUDA: SAA 2:30 ASUBUHI HADI SAA 10:30 JIONI**
- **SIKU: JUMATATU MPAKA IJUMAA**
- **MWISHO WA KUPOKEA MAOMBI KWA WATU WOTE NI TAREHE 18/04/2025**

ZINGATIA: BARUA ILETWE NA MWOMBAJI MWENYEWWE NA SI KULETEWA NA MTU/ MFANYAKAZI YEYOTE

USOMAPO TANGAZO HILI UNAOMBWA MJULISHE NA MWENZAKO.

E.P. MASINDE
MKUU WA IDARA YA RASILIMALI WATU

CC: Wakuu wa Idara/Mbao za Matangazo.