

**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF AGRICULTURE**  
**COTTON DEVELOPMENT TRUST FUND**



**JOB OPPORTUNITY ADVERTISEMENT**

Cotton Development Trust Fund (CDTF) was incorporated in Tanzania on 4<sup>th</sup> March 2008 under Trustees Incorporation Act (CAP.318 R.E. 2002) as per certificate of incorporation No. 3352. The Fund is a replacement of the Cotton Development Fund (CDF), which was established under the auspices of the Cotton Industry Act No. 2 of 2001. Formation of the Fund was in line with the wishes of the Cotton Industry Stakeholders as outlined in the Memorandum of Understanding which was signed on 21<sup>st</sup> April 2006.

Cotton Development Trust Fund is looking for the qualified, Cotton Textile Coordinator to support Textile Industry with Fiber Crops and Sustainable cotton programs and also supporting activities like managing the flow of cotton materials throughout the textile production process, ensuring timely delivery of quality cotton fibers to the manufacturing facility.

**1. COTTON TEXTILE CORDINATOR (01 POST)**

**Duty Station:** Mwanza

**Qualifications and Experience Required**

**Education requirement:**

- Holder of Bachelor's degree in textile engineering, textile science, or a related field from a recognised Institution with working experience in related field. Any Certifications related to cotton quality and sustainability will be an added advantage.

**Duties and responsibilities:**

- Support programs related to sustainable cotton or fibber crops
- Coordinating with other departments like spinning, weaving, and dyeing to ensure smooth production flow.
- Implementing quality checks on incoming cotton bales to ensure compliance with established standards.
- Implementing sustainable cotton sourcing practices, such as certified organic cotton or Better Cotton Initiative.

- Generating reports on cotton costs, quality trends, and production performance.
- Maintaining detailed records of cotton purchases, inventory levels, and quality data.
- Identifying and negotiating with cotton suppliers to secure high-quality cotton at competitive prices.

#### **Qualitative Requirement:**

- Experience in product and apparel production
- Basic understanding of garment construction
- Technical knowledge of crop production
- Basic understanding of fabric types
- Proficiency with Microsoft Office
- Strong communication skills
- Exceptional organizational skills
- Excellent written and verbal communication skills

#### **General Conditions:**

- i) Applicants must attach an up-to-date passport size photo, current Curriculum Vitae (CV) having reliable contact postal address, email address and mobile number(s).
- ii) Applicants must attach their detailed relevant certified copies of Academic Certificates as follows:
  - Degrees and professional certificates
  - Form IV and Form VI National Examination Certificates
  - Birth Certificate or National Identity Card
- iii) Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will necessitate to legal action.
- iv) Applicants should indicate three reputable referees with their reliable contacts in their CV.
- v) Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU) or National Accreditation Council for Technical Education (NACTE) for foreign non degree certificates.
- vi) Only qualified candidates will be contacted for further processes
- vii) Application closing date will be **28<sup>th</sup> February, 2025**

## **How to Apply**

Please submit to ***hr@tcb.go.tz*** with the subject "Cotton Textile Coordinator."

OR

Application should be posted or hand delivered to:

**DIRECTOR GENERAL  
TANZANIA COTTON BOARD  
REGIONAL DRIVE ROAD  
P.O. BOX 61  
MWANZA**

Applications will be considered on a rolling basis as they are submitted. Early application submission is strongly encouraged.