



we are Hiring

Accountant - Tax and Compliance

- Prepare and file accurate corporate tax returns, schedules etc
 - Research and analyse complex tax issues, identify opportunities to minimize tax liabilities, and stay updated on changes in tax laws.
 - Ensure compliance with local and international tax laws and regulations
 - Analyse financial data to identify potential tax savings opportunities, recommend strategies to increase profits and provide expert financial planning advice. Collect, track, and manage tax-related forms, documents, and databases to maintain accurate records and support financial reporting.
 - Prepare accurate daily, weekly, monthly, quarterly, and annual tax reports.
 - Oversee and monitor the movement of all company's imports, exports, and transit goods.
 - Verify that all export required documents, such as invoices, export permits to ensure are accurate and compliant.
 - Reconcile all export documents with Logistics Officer to ensure they match with the company's export sales report, report any discrepancy and follow up with TRA.
 - Provide guidance and support to internal departments during tax audits and investigations by preparing necessary documentation and responding to inquiries.
 - Support internal and external audits by preparing necessary documentation
 - Evaluate and convey difficult tax problems and offer solutions
 - Communicate effectively with internal departments, senior management, regarding tax matters.
 - Effectively communicate with clients, stakeholders, and tax authorities to provide advice
- Assist in developing and implementing more efficient processes related to tax compliance.

Minimum requirements of the job

- Bachelor's degree in taxation, Accounting, Finance, or related field
- CPA designation is a strong advantage, and certifications in relevant areas may also be beneficial.
- A minimum of three (3) years' experience in the relevant field

HOW TO APPLY

Application should be submitted to

Email: recruitment@jitegemeeholdings.co.tz

Deadline: 1st October 2025 at 1700hrs

For more information visit

www.jitegemeeholdings.co.tz



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Compensations and Benefits Officer

- Design and administer competitive salary structures and incentive programs.
- Conduct regular benchmarking and market analysis to ensure compensation remains competitive.
- Develop and maintain job grading and salary banding frameworks.
- Support the annual salary review and bonus processes.
- Ensure compliance with legal regulations regarding compensation.
- Partner with managers and HRBPs to provide guidance on compensation decisions.
- Manage employee benefits programs including health insurance, retirement plans, wellness initiatives, and leave policies.
- Evaluate vendors and negotiate benefit contracts to ensure cost-effectiveness.
- Coordinate open enrolment periods and benefit communication to employees.
- Ensure compliance with government regulations (e.g., tax laws, labour laws, social security).
- Handle employee queries and resolve benefit-related issues.
- Develop and maintain compensation and benefits dashboards and reports.
- Analyse compensation data to identify trends and make recommendations for improvement.
- Support HR audits and ensure accurate record-keeping.

Minimum requirements of the job

- Bachelor's degree in Human Resources, Business Administration, Finance, or related field.
- Strong knowledge of labour laws and regulatory compliance.
- Proficiency in HRIS systems and Microsoft Excel (pivot tables)
- Analytical mindset with excellent attention to detail.
- Strong communication and interpersonal skills.



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we are Hiring - Business Development Manager



- Research and analyse market trends, customer needs, and competitor activities.
- Spot potential growth areas such as new markets, customer segments, partnerships, or services.
- Build and maintain a pipeline of potential clients, deals, or partnerships.
- Create and implement strategic business development plans aligned with company goals.
- Collaborate with senior management to set revenue targets and key growth metrics.
- Explore opportunities for expansion through joint ventures, licensing, or strategic alliances.
- Establish strong relationships with prospective and existing clients.
- Represent the company at industry events, conferences, and meetings.
- Prepare and deliver proposals, presentations, and contract negotiations.
- Work closely with the sales and marketing teams to align strategies and messaging.
- Conduct competitive intelligence to assess the strengths and weaknesses of competitors.
- Stay informed on market conditions, customer trends, and emerging opportunities.
- Identify areas of differentiation and value proposition enhancement.
- Work with product, marketing, finance, and operations teams to ensure deal success.
- Provide feedback from the market to influence product development or service improvement.
- Coordinate with legal and finance on contract terms and pricing models.
- Maintain accurate records of sales, contacts, activities, and pipeline status using CRM tools.
- Prepare regular reports and forecasts for senior leadership.
- Analyse performance metrics and adjust strategies as needed.
- Identify and onboard strategic partners, distributors, or vendors.
- Manage ongoing relationships and evaluate their performance.

Minimum requirements of the job

- Bachelor's degree in Business Administration, Marketing, Sales, Economics, or a related field
- Relevant working experience
- 3-5 years of experience in business development, sales, or a related commercial role
- Proven track record of meeting or exceeding sales targets and developing new business



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