
Job Advert
Assistant Storekeeper

Job Title: Assistant Storekeeper

Location: Mavimba, Kilombero District, Morogoro Region

Department: Administration

Reports to: Stores Supervisor

Position Type: Full-Time

Job Purpose:

The Stores Assistant supports KVTC by ensuring efficiency, accuracy, and value in the daily operations of the stores. This role is responsible for assisting in receiving, storing, and issuing supplies and materials while maintaining proper records and inventory control. The Stores Assistant also supports the Stores Supervisor in monitoring and improving store processes to maximize availability of materials and provide quality service to operations.

Key Responsibilities:

- Assist in receiving, inspecting, and verifying incoming goods against purchase orders.
- Organize and store materials systematically, ensuring proper labeling and easy access.
- Prepare and issue materials and supplies to departments as requested.
- Ensure proper documentation and record keeping for all goods received, issued, or dispatched.
- Maintain a safe, clean, and organized storage area, ensuring items are stored properly.
- Keep accurate records of stock movements and transactions.
- Assist in preparing stock reports, including inventory levels, shortages, and reorder points.
- Follow health, safety, and environmental policies and procedures in the store.
- Collaborate with different departments to fulfil material requests in a timely and efficient manner.
- Perform other related duties as assigned.
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Required Skills/Abilities:

- Excellent verbal communication skills.
- Thorough understanding of storekeeping procedures and policies.
- Strong organizational skills with keen attention to detail.
- Ability to maintain accurate records.
- Proficient in Microsoft Office (Excel, Word, Outlook) and inventory management software.

Qualifications and Experience

- Diploma in Material/Stores Management or a related field.
- Minimum of 2 years' experience in a similar role and work environment.
- Computer literacy **is a must** (Excel, Word & Outlook) with strong mathematical skills.
- Excellent communication skills, fluent in both English and Kiswahili.

HOW TO APPLY

Applicants should email their CV, copies of certificates and application letter not later than **Friday 08th October 2025** to: **hr@kvtc-tz.com**

Only shortlisted applicants will be contacted and scheduled for interviews.

Job Advert
Sawdoctor

Job Title: Sawdoctor

Location: Mavimba, Kilombero District, Morogoro Region

Department: Operations

Reports to: Operations Manager

Position Type: Full-Time

Job Purpose:

The overall objective of the SD is to provide KVTC with optimum yield, quality, value and productivity of the Saw filing and Blade Sharpening workshop. The SD will be responsible for the overall performance of the Sawshop and staff that fall under him. The SD must aim at maximizing operational availability of all of KVTC's cutting tools which, inter alia, includes bandsaw blades, circular sawblades, profile cutters and planer blades. The SD must also evaluate all processing operations on a continuous basis to improve on the quality of service that his/her department renders.

Key Responsibilities:

1. Manage the Sawshop at KVTC by:
 - a. Preparing and supplying saw blades and cutting tools to the Sawmill by:
 - i. Swaging and setting of teeth
 - ii. Sharpening and setting of teeth, side grinding where required.
 - iii. Tensioning and levelling of blades
 - iv. Repairs and welding of blades where required.
 - v. Re-tipping of carbide blades.
 - b. Training:
 - i. Train an incumbent to Sawdoctor level.
 - ii. Train saw shop employees to saw filer status.
 - iii. Train machine operators to set up blades/cutting tools on their respective equipment.
 - iv. Advise and support management with the necessary information for them to make informed decisions.
 - c. Maintenance:
 - i. Maintain Sawshop tools.
 - ii. Maintain Sawshop equipment
 - iii. Ensure Sawshop equipment availability to be at least 95%
 - d. Purchasing and stock control.
 - i. Ensure that agreed stock levels of cutting equipment and consumables is maintained.

- ii. Submit timeously requests for orders to the PM.
- iii. Ensure that the best blades are bought at the best price.
- iv. Liaise with suppliers.
- v. Stay within the allocated budget.
- e. Health and Safety.
 - i. Abide by the Health and Safety rules of the company.
 - ii. Actively and demonstrably practice a high level of safety standards in the Sawshop.

Qualifications and Experience:

- Trade Certificates in Saw Filing, Saw Doctoring, Cutting Tool Maintenance.
- A Boiler Making qualification may be beneficial.
- Fluency in Kiswahili and English
- At least 10 years' experience in a similar or related role in a similar position.

HOW TO APPLY

Applicants should email their CV, copies of certificates and application letter not later than **Wednesday 08th October 2025** to: **hr@kvtc-tz.com**

Only shortlisted applicants will be contacted and scheduled for interviews.