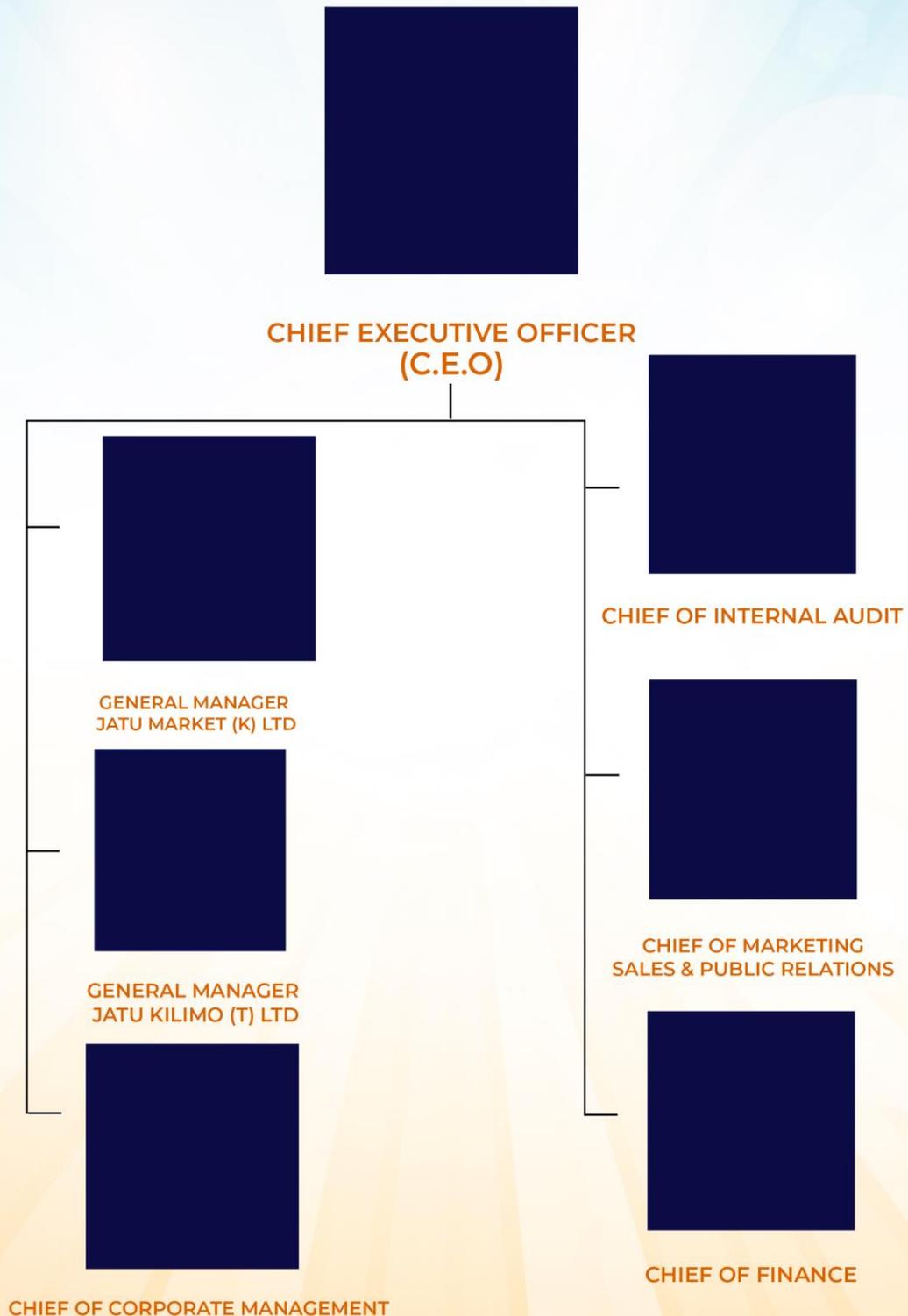


JATU PLC MANAGEMENT TEAM JOB DESCRIPTIONS



Jenga Afya Tokomeza Umasikini

POSITION: CHIEF OF CORPORATE MANAGEMENT
DEPARTMENT: CORPORATE MANAGEMENT
REPORTS TO: CHIEF EXECUTIVE OFFICER (CEO)

MAIN PURPOSE OF THE JOB:

The Chief of CORPORATE is responsible for providing guidance on corporate governance, negotiating and drafting contracts, risk management, and the development of plans and policies. The department is also tasked with ensuring that the legal team of the company – staff and resources – are managed effectively.

BUSINESS VISION, MISSION & CORE VALUES

- Exemplify the vision, mission and core values of the organization.
- The job holder must project a professional company image through in-person interaction.
- Relate to others in a manner that creates a sense of team work and cooperation.
- Maintain effective communication with colleagues, both junior and seniors.
- Comply with **JATU PLC** rules and regulations and provisions contained in the company's internal controls and SOPs policies.
- Comply with time keeping and attendance policy.

KEY DUTIES AND RESPONSIBILITIES

- Manage all legal affairs related to the structure of the organisation, its commercial licenses, and commercial law compliance.
- Act as the main contact within the organisation's legal team, and is expected to build strong and amicable relationships with vendors, housing authorities, landlords and external legal counsel.
- Ensure all members of the legal team work efficiently.
- Prepare and manage monthly, quarterly and annual budgets for the Corporate Management department.
- Provide legal advice to the business and its leaders.
- Identify and mitigating legal risks.
- Help to draft, vet and negotiate contracts.
- Conduct legal training for staff.
- Advise on the legal implications of company policies and procedures.
- Ensure all contracts, legal documents and templates are up-to-date and compliant with statutory laws.
- Report on legal activities, risks and litigation.
- Manage and handle investors relations and coordinate them with the stakeholders in the stock market (s).
- Help the CEO to raise fund through various legal platforms worldwide.

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POSITION: CHIEF OF INTERNAL AUDIT
DEPARTMENT: AUDIT
REPORTS TO: CEO AND BOD

MAIN PURPOSE OF THE JOB:

The chief of Internal Audit is responsible for JATU PLC's strategic risk-based internal audit plan and managing the internal audit function in accordance with the company's internal audit policies and the professional standards for internal auditing promulgated by the Institute of Internal Auditors. The role assesses organization-wide compliance with JATU PLC's internal policies and procedures, laws and regulations, contractual terms and conditions, Tanzania government assistance and acquisition regulations/requirements, efficiency of operations, and accuracy of programmatic and financial reporting.

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KEY DUTIES AND RESPONSIBILITIES

- Develop annually a risk-based internal audit plan for review and approval of the Audit Committee of the Board of Directors (BOD). Oversee the implementation of the approved plan, ensure proper resourcing for implementation of the plan, and adjust the plan as needed in response to changes in JATU PLC's business risks, operations, programs, systems and controls. Keep senior management and Audit Committee apprised of any changes needed to the internal audit plan.
- Ensure methodical documentation of work plans, testing results, conclusions and recommendations. Ensure follow up on findings and corrective actions.
- Provide technical assistance to investigations, special audits, and provide subject-matter expertise as needed.
- Prepare and manage monthly, quarterly and annual budgets for the Internal Audit department.
- Remain current on audit and Tanzania government regulatory oversight trends and develop a risk-based audit approach for the company that is incorporated into the annual audit plan.
- Perform organization-wide risk assessments to identify significant risks or exposure related to internal controls or compliance with JATU PLC's policies and procedures, laws and regulations, sponsored contracts and Tanzania government regulatory requirements, efficiency of operations, and accuracy of programmatic and financial reporting. Provide feedback and recommendations on business risks and improving operational efficiencies and processes where appropriate.

- Direct the work of external auditors on select audits, as directed by the Audit Committee and senior management, to ensure the audit work remains within the prescribed guidelines.
- Coordinate and assist with the preparation of Audit Committee materials. Participate in quarterly or more frequent Audit Committee meetings.
- Investigate and report to the Audit Committee on risky or fraudulent activities reported through JATU PLC's Hotline/Whistleblower processes and assist in investigations.
- Recommend organization-wide training based on gaps identified to ensure adherence to JATU PLC's practices and policies. Stay abreast of emerging trends and successful best practices in internal audit related to Tanzania government funding, for profit private sector and the non-profit sector more generally.
- Establish and assign departmental goals to team members and evaluate their performance.
- Responsible for coaching, mentoring, and developing career paths for direct reports.

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POSITION: CHIEF OF FINANCE
DEPARTMENT: FINANCE
REPORTS TO: CHIEF EXECUTIVE OFFICER (CEO)

MAIN PURPOSE OF THE JOB:

Responsible for maintaining proper Financial Management and Controls in safeguarding the company's financial and material resources in furtherance of its mission and vision. He/she will handle the day-to-day running of the finance function and implementation of the financial strategy and direction, as provided by the CEO. In addition, the role shall identify and implement systems, policies and processes for the finance function which will improve financial monitoring, accountability and growth.

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KEY DUTIES AND RESPONSIBILITIES

- **General Ledger Management:** Lead monthly review and reconciliation of key accounts for the company as per the stipulated timelines. Take ownership of the balance sheet; prepare monthly forex accounts for the JATU PLC group and oversee payroll submission. Provide financial technical support to ensure books of accounts and records are properly maintained; Optimize the management of the debtors and creditors ledgers per policy guidelines.
- **Internal Controls:** Lead the establishment of finance and accounting policies and procedures and oversee their implementation within the business. Oversee the analysis of internal controls information to identify any gaps and work with the team to seal them; this includes a review of the operations through spot checks and coordinating the company's audit (internal and external). Ensure all financial records are maintained in compliance with the laid down policies and procedures; Monitor the ERP system data integrity and ensure proper management of stocks.
- **Treasury Management:** Maintain optimal cash and bank balances for the organisation by providing leadership in the management of accounts payables and receivables as well as funding. Prepare and manage the company's cash flows and develop a reliable cash flow projections process and reporting mechanism that includes a minimum cash threshold to meet operating needs.

- **Statutory Compliance:** Ensure timely submission of monthly and annual statutory filling in line with the local laws. Lead the annual external audit by ensuring the auditors have all the necessary information for the audit.
- **Assets Management:** Oversee the maintenance of the fixed assets register in the business. Ensure proper asset booking, depreciation analysis and verification in-country.
- **Budgeting:** Liaise with the Chief Operating Officer (COO) to coordinate the company's annual budgeting process by compiling the budgets for presentation to the board. Facilitate bi-annual reviews & monthly reporting (budget vs Actual), this will form the financial performance targets for the company and staff members. Re-forecast income and expenses monthly in consultation with COO and Business Unit Managers. Also, prepare and manage monthly, quarterly and annual budgets for the Finance department.
- **Financial Reporting:** Lead the preparation of accurate and complete financial and management reports per the agreed internal standards and timelines and the generally accepted local and international financial reporting guidelines to facilitate decision making.
- **People Management:** Provide leadership to the direct reports including scheduling frequent one on one meetings, conducting monthly performance appraisals and driving a high-performance culture within the team. Support the recruitment of finance team members including role & success profile definition and interviewing. Contribute to a sustainable positive workforce environment and culture through collaborative leadership, open communication and teamwork.
- Play significant role and assist CEO in fundraising ventures and participate in expansion activities (investments, acquisitions, corporate alliances etc.)

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POSITION: GENERAL MANAGER
DEPARTMENT: JATU KILIMO (T) LTD
REPORTS TO: CHIEF EXECUTIVE OFFICER (CEO)

MAIN PURPOSE OF THE JOB:

Reporting to the CEO, the general manager will be tasked with overseeing daily business activities in the subsidiary as the head of the subsidiary or project. He/she will be improving overall business functions, training heads of sections, managing project-wise budgets, developing strategic plans, creating policies, and communicating business goals.

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KEY DUTIES AND RESPONSIBILITIES

- **Strategy execution:** Work closely with the CEO and other senior management officers to develop the short-term and long-term strategies for JATU PLC in line with the organization's vision and align with the relevant stakeholders to ensure the execution of these strategies. Provide strategic leadership to the team and ensure the appreciation of the business' strategic objectives. Developing and implementing an innovative and ambitious Agriculture strategy with a clear focus on data, advisory and scaling up of operations.
- **Market Strategy:** Direct the formulation of the market strategy including market penetration plan, company's value proposition, key brand messaging, and data generation on target customer demographics. Oversee market penetration strategy to ensure uptake and market share growth.
- **Management Oversight:** Drive cost management and operational excellence to maximize productivity whilst maintaining the highest level of quality with reduced wastage. Monitor overall business performance in line with the business objectives and plans & targets and lead the development of corrective measures where necessary.
- **Decision Making:** Provide sound decision-making to the business including driving an agile approach to decision-making. Lead a data-based and analytical thinking decision-making approach within the business.
- **Governance, Internal Audit & Risk Management:** Develop and implement an organization-wide risk management and business continuity plan for the subsidiary;

proactively assess the economic and political environment and their impact on business operations; promptly seize business opportunities, proactively monitor and manage risks to ensure business continuity. Drive compliance within the organization in line with the relevant statutory, regulatory and industry guidelines. Oversee and collaborate with the Audit manager to develop the audit programs for the company; including preparing audit plans for both internal and external auditing.

- **Reporting:** Take a lead in the preparation and presentation of business performance reports for the CEO. Lead the presentation of the key findings from the prepared reports; ensure that there is appropriate and accurate management information available to the management to guide decision making.
- **Performance & People Management:** Oversee the establishment of systems for attracting and retaining a talented and dynamic workforce; lead the development of a robust performance-driven culture, inspire and lead staff towards high levels of performance for the achievement of productivity goals and objectives. Ensure effective people management to build a workforce that is well motivated and engaged.
- **Innovation,** lead the research and innovations of new strategies and skills in agriculture development.
- **Profitability,** the general manager must ensure that all farming projects are profitable and they meet projected financial targets.
- **Technology,** the general manager must be responsible for sourcing and implementing new technologies relating to agriculture from the grassroot level of farm preparation, planting, harvesting and post-harvesting technologies, and also modern irrigation systems.

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POSITION: CHIEF OF MARKETING, SALES AND PUBLIC RELATIONS
DEPARTMENT: MARKETING, SALES AND PUBLIC RELATIONS
REPORTS TO: CHIEF EXECUTIVE OFFICER

MAIN PURPOSE OF THE JOB

The role holder will lead all the JATU PLC marketing activities from social media and digital campaigns to advertising and creative projects. He/she will develop plans to help establish our brand, allocating resources to different projects and setting short-term and long-term department goals. The person will run the company's marketing department in ways that promote higher profitability and competitiveness.

Further, the role holder will be in charge of JATU PLC's sales and revenue-generating activities. The role will involve a lot of creative strategizing and implementation including the development of sales strategy and lead its implementation in accordance with the business requirements. He/She will take responsibility for the business' financial performance and profitability in line with the strategy and business objectives.

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KEY DUTIES AND RESPONSIBILITIES

- Craft strategies for all Marketing teams, including Digital, Advertising, Communications and Creative.
- Prepare and manage monthly, quarterly and annual budgets for the Marketing department.
- Set, monitor and report on team goals.
- Design branding, positioning and pricing strategies.
- Ensure JATU PLC brand message is strong and consistent across all channels and marketing efforts (like events, email campaigns, web pages and promotional material).
- Analyze consumer behavior and determine customer personas.
- Identify opportunities to reach new market segments and expand market share.
- Craft quarterly and annual hiring plans.
- Monitor competition (acquisitions, pricing changes and new products and features).
- Coordinate sales and marketing efforts to boost brand awareness.
- Participate in the quarterly and annual planning of company objectives.
- **Strategy execution:** Develop and implement sales strategies for JATU PLC business plan and targets based on market research and an understanding of the needs of company current and potential customers. Prepare, present and monitor the sales budget in line with the business' sales objectives. Understanding the business value

drivers and identifying profitable sales opportunities to grow revenue, market share and achievement of return on Investment.

- **Performance Delivery:** Monitor the performance of sales activities using key metrics and prepare reports for the CEO. Liaise with the CEO to ensure the company's supply chain functions operate optimally with minimal stock-outs and while optimizing the amount of inventory we hold.
- **Governance & Risk Management:** Act as the champion of all things sales in the company and warrant full compliance with company sales procedures and corporate governance requirements. Direct all activities geared towards the identification of potential risks to the business relating to new sales opportunities and devise appropriate mitigative actions.
- **Customer Focus:** Develop and maintain an excellent understanding of the key customers/target audience to ensure that their needs are being met and that their businesses are retained. Drive various customer activities to identify their future needs and requirements and initiate business alignment.
- **Reporting:** Collate and analyze business data pertaining to all sales activities and use this data to prepare key reports for the senior management team. Lead the presentation of the key findings from the prepared reports; ensure that there is appropriate and accurate management information available to the management to guide decision making.
- **Market Analysis:** Undertake frequent market research and market intelligence activities aimed at identifying key market gaps & opportunities and devise ways to bridge or capitalize on them. Lead competitor assessments activities to identify a competitive edge for the business and position the company as a leader in the market. Utilize the understanding of value drivers of the business and identifying profitable sales opportunities to grow revenue and market share for the organization.
- **People Management & Development:** Create an open culture with collaboration across multi-disciplinary teams and significant stakeholders. Oversee the attraction of good talent to work within the sales department, while developing and retaining talent. Ensure that appropriate performance management and succession planning is in place to guide and motivate a diverse team of high performing individuals to achieve our aggressive business growth goals.
- Any other duties within the marketing, sales and public relations department as may be assigned from time to time by the CEO.

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We wish you all the best in your application, we are looking forward to enjoy your service through JATU, Thank you.