



AVOCADO SOCIETY OF TANZANIA (ASTA)

VACANCY ANNOUNCEMENT

MANAGEMENT TRAINEE – AGRIBUSINESS & ADMINISTRATION

Number of Positions: One (1)

Duty Station: ASTA Headquarters, Njombe Municipality, Tanzania

Employment Type: Management Traineeship

Duration: Twelve (12) Months

Reports To: Chairman of the National Executive Committee (NEC)

Application Deadline: Fourteen (14) days from the date of publication

ABOUT ASTA

The **Avocado Society of Tanzania (ASTA)** is the national membership organization representing avocado growers across Tanzania. Established to promote the sustainable growth and competitiveness of the avocado industry, ASTA serves as the collective voice of avocado farmers while fostering collaboration among producers, government institutions, research organizations, development partners, financial institutions and the private sector.

ASTA is committed to improving the productivity, profitability and sustainability of Tanzania's avocado industry through advocacy, farmer empowerment, capacity building, market development, value addition, policy engagement, research, innovation and strategic partnerships.

As the avocado industry continues to grow into one of Tanzania's most important horticultural export sectors, ASTA is strengthening its institutional capacity to provide professional services to its members and stakeholders.

To support this vision, ASTA is seeking to recruit a highly motivated and ethical young graduate to join its Secretariat as a **Management Trainee – Agribusiness & Administration**.

This is more than a training opportunity. It is an opportunity to begin a professional career while contributing to the transformation of Tanzania's avocado industry and improving the livelihoods of thousands of avocado farmers.



POSITION SUMMARY

The Management Trainee – Agribusiness & Administration will support the day-to-day administrative, financial and operational activities of the Avocado Society of Tanzania (ASTA).

The successful candidate will undergo structured on-the-job training while assisting in administration, membership management, basic accounting, office coordination, communication, data management and agricultural field activities. The trainee will gain practical exposure to the management of a national agricultural membership organization and work closely with farmers, government institutions, development partners and private sector stakeholders.

The Management Trainee will report directly to the **Chairman of the National Executive Committee (NEC)** and will provide administrative and operational support in implementing the Society's programmes, projects and strategic priorities.

The successful candidate will be based at the ASTA Headquarters in **Njombe Municipality**, with occasional travel to avocado-growing regions and official meetings as required.

PURPOSE OF THE POSITION

The purpose of this traineeship is to develop a young professional with the knowledge, practical skills and ethical values required to support the effective management of ASTA while building a long-term career in agricultural leadership, agribusiness and institutional management.

The successful candidate will receive practical exposure in:

- Office administration and organizational management.
- Membership administration and customer service.
- Basic accounting and financial record management using QuickBooks Online.
- Farmer registration and database management.
- Agricultural field operations.
- Stakeholder engagement and communication.
- Meeting coordination and reporting.
- Project and programme support.



KEY RESPONSIBILITIES

The successful candidate will support ASTA's operations across six core areas:

1. Administration and Secretariat Support

Provide secretariat, administrative, and coordination support for ASTA's activities to ensure efficient office operations, communication, record-keeping, and stakeholder services.

2. Finance and Accounting Support

Assist with ASTA's core financial and accounting operations, including maintaining financial records, record membership subscriptions, enter financial transactions into QuickBooks Online, preparing financial reports, and archiving documents in accordance with the society's procedures.

3. Membership Administration

Support the management of ASTA members by coordinating membership applications, maintaining and updating member databases, tracking contributions, preparing member reports, and ensuring the delivery of high-quality services to members, follow up annual membership subscriptions.

4. Agricultural Field Support

Assist in the implementation of ASTA's field agriculture activities and programs by participating in farmer registration, collecting agricultural and market data, conducting field visits, organizing farmer training and stakeholder meetings, and executing various projects.

5. Communication and Digital Systems

Support the management of ASTA's communication and digital systems by coordinating communication platforms, social media, the website, electronic records, member communications, and online activities.

6. Other Duties

Perform any other duties assigned by the ASTA leadership in accordance with the association's needs, while maintaining high standards of professionalism, integrity, accountability, and quality of service in the execution of all responsibilities.



PART II

QUALIFICATIONS, ELIGIBILITY REQUIREMENTS, PERSONAL ATTRIBUTES, WHAT ASTA OFFERS, DURATION AND DUTY STATION

MINIMUM QUALIFICATIONS

Applicants must possess a Bachelor's Degree from a recognized university in one of the following disciplines:

Preferred Qualifications

- Bachelor of Science in Agribusiness
- Bachelor of Science in Agricultural Economics and Agribusiness
- Bachelor of Science in Agricultural Economics

Applicants holding other closely related agricultural qualifications that combine agriculture, economics, business management and rural development may also be considered.

ELIGIBILITY REQUIREMENTS

Applicants must:

- Be a Tanzanian citizen.
- Be **below thirty (30) years of age** at the time of application.
- Be a **fresh university graduate**.
- **No previous work experience is required.** Fresh graduates are strongly encouraged to apply.
- Demonstrate good computer skills, particularly in Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
- Be willing to learn and use QuickBooks Online and other digital office management systems.
- Possess good written and spoken communication skills in both Kiswahili and English.
- Be willing and able to relocate to and reside in **Njombe Municipality** for the duration of the traineeship.
- Be physically fit and willing to undertake occasional field visits and official travel.
- Demonstrate a genuine interest in agriculture, agribusiness and farmer development.
- Be eager to learn, receive mentorship and grow professionally.



CORE COMPETENCIES

The successful candidate should demonstrate the ability or potential to:

Administrative Competence

- Organize work efficiently.
- Manage records accurately.
- Prepare reports and official correspondence.
- Coordinate meetings and administrative activities.
- Maintain confidentiality.

Financial and Analytical Skills

- Understand basic accounting principles.
- Learn and use accounting software.
- Maintain accurate financial records.
- Analyse information and prepare summaries.
- Pay close attention to detail.

Communication Skills

- Communicate effectively in both Kiswahili and English.
- Build positive working relationships.
- Listen attentively and respond professionally.
- Prepare clear written reports and presentations.

Digital Skills

- Use Microsoft Office applications effectively.
- Learn new digital systems quickly.
- Manage electronic records and databases.
- Support online communication and virtual meetings.

Agricultural Interest

- Demonstrate enthusiasm for agriculture and rural development.
- Enjoy interacting with farmers and agricultural stakeholders.
- Be willing to learn about the avocado value chain.
- Appreciate the importance of sustainable agricultural development.



PERSONAL ATTRIBUTES

At ASTA, we believe that technical knowledge can be developed through education, training and practical experience.

However, personal character forms the foundation of professional excellence.

The successful candidate must therefore demonstrate:

Integrity

- Honesty beyond question.
- Transparency in all activities.
- Accountability for assigned responsibilities.
- High ethical standards.
- Respect for organizational policies.

Professionalism

- Respect for confidentiality.
- Reliability and punctuality.
- Strong work ethic.
- Self-discipline.
- Commitment to quality.

Leadership Potential

- Positive attitude.
- Initiative.
- Problem-solving ability.
- Willingness to accept responsibility.
- Ability to work independently and within a team.

Personal Commitment

- Passion for agriculture.
- Desire to serve farmers.
- Commitment to continuous learning.
- Adaptability to new challenges.
- Respect for diversity and teamwork.

ASTA places the highest value on integrity, professionalism and commitment to service. Technical skills will be strengthened through structured mentorship and practical experience.



WHAT ASTA OFFERS

Joining ASTA offers an exceptional opportunity to build a rewarding professional career while contributing to one of Tanzania's fastest-growing agricultural industries.

The successful candidate will receive:

Professional Development

- Structured on-the-job training.
- Mentorship from experienced leaders.
- Practical exposure to the management of a national agricultural membership organization.
- Continuous learning opportunities.

Practical Experience

- Hands-on training in office administration.
- Practical experience in QuickBooks Online.
- Exposure to organizational governance.
- Experience in membership administration.
- Participation in stakeholder engagement.
- Involvement in agricultural field activities.

Career Development

The traineeship is designed to prepare young professionals for future leadership roles within agricultural organizations and the agribusiness sector.

Candidates who demonstrate outstanding performance, professionalism and commitment during the traineeship may be considered for future opportunities within ASTA, subject to organizational needs and availability of resources.

Working Environment

The successful candidate will work alongside experienced professionals while interacting with:

- Avocado farmers.
- Government institutions.
- Development partners.
- Financial institutions.
- Research organizations.
- Private sector stakeholders.
- National and international partners.



Financial Support

ASTA will provide a **monthly trainee allowance** in accordance with the Society's approved budget and financial capacity.

DURATION

The Management Traineeship shall be for an initial period of **twelve (12) months**.

Continuation beyond the traineeship shall depend upon:

- Satisfactory performance.
- Demonstrated integrity and professionalism.
- Organizational needs.
- Availability of financial resources.

The traineeship does not guarantee permanent employment. However, successful completion of the programme will provide valuable professional experience and may create opportunities for future engagement with ASTA as the Society continues to grow.

DUTY STATION

The successful candidate will be stationed at the **ASTA Headquarters in Njombe Municipality, Tanzania**.

Applicants **must be willing and able to relocate to and reside in Njombe** throughout the traineeship.

The position requires occasional travel to avocado-growing regions, meetings, training programmes and other official assignments as directed by the Chairman of the National Executive Committee (NEC).

OUR EXPECTATIONS

ASTA is not simply seeking an employee.

We are looking for a young professional who demonstrates integrity, humility, curiosity and a genuine commitment to serving farmers.

The successful candidate should view this opportunity not merely as employment, but as the beginning of a professional journey dedicated to supporting the sustainable growth of Tanzania's avocado industry and strengthening one of the country's leading agricultural membership organizations.



PART III

HOW TO APPLY, EQUAL OPPORTUNITY & SAFEGUARDING, BUILDING THE FUTURE OF ASTA AND FINAL STATEMENT

HOW TO APPLY

Interested and suitably qualified candidates are invited to submit their applications electronically.

Applications must include the following documents:

- A signed application letter addressed to the Chairman of the National Executive Committee (NEC).
- A detailed and up-to-date Curriculum Vitae (CV).
- Certified copies of academic certificates and transcripts.
- A copy of the National Identification Card (NIDA) or Birth Certificate (where available).
- Contact details of **two (2) academic referees** who are familiar with the applicant's academic performance and character.

Applications should be submitted to:

**The Chairman
National Executive Committee (NEC)
Avocado Society of Tanzania (ASTA)**

Email: info@astatanzania.or.tz

Subject Line:

Application for Management Trainee – Agribusiness & Administration

Applicants are advised to ensure that all required documents are attached before submitting their applications.

Incomplete applications or applications received after the deadline will not be considered.



APPLICATION DEADLINE

Applications must be received **within fourteen (14) days** from the date of publication of this advertisement.

Only shortlisted candidates will be contacted and invited for the next stage of the recruitment process.

RECRUITMENT PROCESS

The recruitment process will consist of the following stages:

Stage 1

Receipt and review of applications.

Stage 2

Shortlisting of qualified candidates.

Stage 3

Written practical assessment.

The assessment may include:

- Basic Microsoft Office skills.
- Report writing.
- Basic accounting aptitude.
- Analytical and problem-solving ability.
- General understanding of agriculture and agribusiness.

Stage 4

Panel interview.

The interview panel will assess:

- Academic potential.
- Integrity and ethical standards.
- Communication skills.
- Leadership potential.
- Motivation and willingness to learn.
- Suitability for the position.



Stage 5

Reference checks.

Stage 6

Final selection and appointment.

EQUAL OPPORTUNITY & SAFEGUARDING

The Avocado Society of Tanzania (ASTA) is committed to merit-based recruitment and equal opportunity.

Selection will be based solely on qualifications, integrity, competence and suitability for the position.

ASTA encourages applications from all qualified Tanzanian graduates regardless of gender, disability, ethnicity, religion or other personal background.

The Society is committed to providing a professional working environment founded on dignity, fairness, respect and equal opportunity.

ASTA has zero tolerance for:

- Fraud.
- Corruption.
- Bribery.
- Harassment.
- Discrimination.
- Abuse of authority.
- Sexual exploitation and abuse.
- Any conduct that compromises the integrity and reputation of the Society.

All applicants are expected to uphold the highest ethical standards throughout the recruitment process and during their engagement with ASTA.

CONFIDENTIALITY

Information submitted during the recruitment process will be treated confidentially and used solely for recruitment purposes.

Only members of the recruitment panel and authorized ASTA officials will have access to applicants' information.



BUILDING THE FUTURE OF ASTA

This recruitment marks an important milestone in ASTA's journey towards building a professional, transparent and sustainable institution capable of serving avocado farmers throughout Tanzania.

The successful candidate will not simply occupy a position but will become part of a structured development programme designed to prepare future professionals and leaders for the Society.

Through mentorship, practical experience and continuous learning, ASTA seeks to nurture competent, ethical and service-oriented professionals who will contribute to strengthening farmer organizations and advancing Tanzania's avocado industry.

As ASTA continues to grow, this Management Traineeship Programme is expected to become the Society's standard approach for developing future employees and strengthening the Secretariat.

Outstanding trainees who consistently demonstrate integrity, professionalism, commitment and excellent performance may be considered for future opportunities within ASTA, subject to organizational needs and the availability of financial resources.

OUR VALUES

Everything we do is guided by the values that define our organization.

These values are:

- Integrity.
- Honesty.
- Transparency.
- Accountability.
- Professionalism.
- Respect.
- Teamwork.
- Innovation.
- Excellence.
- Service to Farmers.

We believe that while knowledge and technical skills can be acquired through education, training and experience, character forms the foundation of lasting leadership.



FINAL STATEMENT

At the Avocado Society of Tanzania (ASTA), we are not merely recruiting an employee.

We are investing in the next generation of agricultural professionals who will help shape the future of Tanzania's avocado industry.

If you are a young graduate with integrity, enthusiasm, humility, a passion for agriculture and a strong desire to learn, we invite you to join us in building a stronger Society and creating lasting value for avocado farmers across Tanzania.

Join ASTA. Learn. Grow. Lead. Transform Tanzania's Avocado Industry.

Issued by:

**The Chairman
National Executive Committee (NEC)
Avocado Society of Tanzania (ASTA)**

Website: www.astatanzania.or.tz

Email: info@astatanzania.or.tz

"Serving Farmers. Building the Future."