

NAFASI za Kazi Enza Zaden Africa Ltd

June 2025

Data Entry Clerk

Enza Zaden Africa Ltd is a horticultural company that produces high quality hybrid seeds. The seeds produced are all exported to the mother company based in the Netherlands. After thorough quality checks the seeds are re-exported all over the world under the Enza Zaden logo.

Enza Zaden Africa Ltd has a job opportunity for:

Position: Data Entry Clerk

Reports to: Post Harvest Manager

Position Type: Staff Position

Job Location: Arusha, Tanzania

Objective of the Role: To accurately input, verify, and manage crop planning data in the company's electronic database (IBMS), ensuring consistency with original sources and planning files. The role also supports administrative and secretarial tasks as needed, contributing to the overall efficiency of data handling and office operations.

Main activities:

1. Enter and update planning data in the company's digital systems.
2. Convert information from physical documents into electronic formats.
3. Verify the accuracy of data by cross-checking with original sources.
4. Organize and store documents appropriately for easy retrieval.
5. Generate reports as requested by authorized personnel.
6. Provide general administrative and secretarial support when required.
7. Carry out additional tasks as assigned by management.

Qualifications and Skills:

- Certificate or Diploma in Business Administration, Information Management, Agriculture, or a related field
- Strong working knowledge of Microsoft Office (especially Excel) and experience with data entry software or databases (e.g., IBMS or similar systems).
- High level of accuracy and thoroughness in data entry, verification, and reporting
- Ability to sort, store, and manage both digital and physical documents systematically.

- Capable of reviewing and verifying data for consistency and identifying discrepancies.
- Effective verbal and written communication in both English and Swahili, especially for coordinating with stakeholders and reporting issues
- Ability to prioritize tasks and meet deadlines in a dynamic work environment.

Our offer:

We offer a competitive salary, benefit package and an innovative environment. Teamwork, entrepreneurship, drive, a passion to learn and to share knowledge, respect for sustainable development and integrity are our most precious values. Our international work environment offers a range of possibilities to motivated, qualified people with excellent interpersonal and organizational skills.

How to Apply:

Interested candidates should submit their resume and cover letter to vacancies@enzazaden.co.tz by the 23rd June 2025. Applications submitted after the deadline will not be considered. Please include **“Data entry clerk vacancy Application”** in the subject line.

Note: This opportunity is **exclusively** available for Tanzanian Nationals.

Only individuals possessing the necessary qualifications and skills should submit their applications. While we appreciate all applicants, only those candidates who are shortlisted will be contacted for an interview.

Enza Zaden is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.

**Acquisition in response to this advertisement is not appreciated.*

Know more about us at <http://www.enzazaden.com>

BONYEZA HAPA KUTUMA MAOMBI