

MeTL Connect

Issue No. 03

It's All About You

August - September 2016



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Win exciting prizes from LG!

Exhibit your knowledge in our Inter-Unit Quiz Competition

To participate email connect@metl.net



www.metl.net



Hello Friends!

I am delighted to hand you this third issue of MeTL Connect. It has grown exponentially, from a 4-page first issue to a 6-pager second, and now this 20-page third issue. Your participation has been encouraging, and your involvement has grown with every issue.

The theme article of this issue is on Change which, as the cliché has it, is the only constant in life. Change is something that always happens but, unfortunately, is generally resisted. If we don't resist change and start welcoming it, life will be so much more fun and the world so much more worth living in.

Also in this issue is an in-depth interview with one of our Senior Human Resource Officers (HROs). The interview brings you the gist of an MeTL HRO's working life. A job in HR with MeTL is challenging yet satisfying, high-pressure yet enjoyable, unenviable yet prized, all at the same time. We have a simple HR philosophy, we try to live by as follows: "The employees are our partners in progress. We take care of our people, make them feel good, and they take care of the organization."

Read more on our inaugural Careers Fair which saw over 100 students, from a pool of over 500, attend a one day Assessment Centre. The aim was to select 25 bright minds from various fields for the Graduate Development Program that kicks off soon.

The rest of MeTL Connect brings to you what all we have done in these past two months, from training to reward and recognition, from employee engagement activities to health and safety interventions - all with a purpose to take care of you and keep you happy.

Happy reading!

Hassan Dewji



Change

The Law of Nature

A long time ago in a land far away a King called his wise men together and asked them, “is there a mantra that works in every situation, every place and every time, in joy or sorrow, in defeat or victory?”

The wise men were puzzled. After a lengthy discussion, one of the oldest and wisest of all the group, suggested something that appealed to all. He wrote it on a small piece of paper and gave it to the King on one condition; that he would keep it safe, and look at it only when he finds himself left alone and in extreme danger, with no apparent means of escape. The King agreed and slipped the paper under his diamond ring.

Sometime later, the King was attacked by his sworn enemy. The King and his army fought bravely but lost, and all had to flee. Suddenly, the King found himself alone, stranded at the end of a road going nowhere. Below was a deep rocky valley. If he jumped he would die. If he did not, he would be captured and certainly killed.

There seemed to be no escape.

At that point, he saw his diamond shining on his finger, and he remembered the wiseman’s gift. He took out the paper and opened it. The words read:

“THIS TOO SHALL PASS”

Reassured, he thought, “Yes! This too will pass. Just a few days back, I was a mighty King enjoying life in my Kingdom. But today, my Kingdom is gone, all pleasures are gone. I am here trying to escape. In the same way, this day of danger too will pass.” A calm expression appeared on his face, and instead of being afraid, he

looked around him and began to enjoy the surrounding natural beauty that he had never before noticed in his Kingdom.

He relaxed and forgot about those following him. A few minutes later he realized that the sounds of enemy forces were receding. The enemy had given up the chase.

He went back to the battle field and regrouped his army. This time he defeated the enemy and regained his Kingdom. On his return to the palace, he was received with fanfare and the whole capital rejoiced in victory.

In that moment the King said to himself, “I am the bravest, I am the greatest, none can defeat me.” With all the wonderful reception and celebrations, his ego was re-emerging and his pride began to take over.

Suddenly he looked down and his diamond ring flashed. This reminded him of the message – “THIS TOO SHALL PASS”.

He became silent, and thoughtful, and his face changed. From, a proud and arrogant state he moved to a state of humility. “If this too is going to pass, it is not yours”, he said to himself, “the defeat was not yours, the victory is not yours. You are just an onlooker. Everything passes by. Changes take place. Circumstances change. A wise man maintains equanimity in both joy and sorrow. We have survived all setbacks, all defeats and all sorrows. The problems in the present too will pass away. Nothing in life remains forever.”

Q & A

With Ally Mirrow



What challenges do you face while working in HR?

First, time management; sometimes there are a lot of interruptions from colleagues and visitors. Secondly, delegation problems; at times you can delegate something but unfortunately it is not completed to the standard you expect. A third challenge is decision-making; one's decisions may occasionally collide with those made by top management or other managers. Another common problem is barriers in communication; because many of the people are not trained in HR, it can be a challenge to work with them. Finally, often other managers make decisions without consulting HR and this can cause difficulties, as in the end you are responsible for the consequences.

What did you study?

I hold the degree of Master of Science in Human Resource Management (MSc HRM) from Mzumbe University.

What do you enjoy the most about your job?

I enjoy having the opportunity to give my views on the development of the organization and its employees. New experiences also provide a source of learning each day - being in HR is like being a teacher in that you give but also acquire new skills. Finally, I love the factor of not knowing exactly what my day will bring and all the surprises, both good and bad, that come my way.

What is the size of your team?

I manage a team of 9 staff.

How long have you been working with the Company?

It is six years and two months since I joined MeTL Group, in the beginning at the Head Office and now, for the past 4 years, at A1 Products and Bottlers as the Senior Human Resources Officer (HRO).

What advice you would give to those working in HR?

As an HRO, we should be proactive and composed so as to set an example to the those we deal with. We need to be service-oriented, have good analytical ability and effective problem-solving skills. It is important to be a good leader to others, but not to be dictatorial. We should be able to competently organize our tasks and learn the character, attitude and habits of those we work with. We need to stay up to date with the latest in the field so as to learn new things every day.

Aliyetangulia katangulia; afuataye akazane.

The one who is ahead is ahead; the one who follows must make an effort.



Rewards & Recognition Ceremony

Encouraging our Top Skills

At MeTL Group, we have a “Caliber Inventory” method wherein all our employees across all units are annually appraised. Every unit has its own appraisal cycle. The appraisal follows a scoring method where employees are assessed against certain

parameters. To reduce subjectivity, each employee is appraised by the reporting officer, the reporting officer’s reporting officer, and, possibly, by a third appraiser from an allied department. Scores are then statistically moderated to eliminate the effect of too

strict and too lenient appraisals. Employees are then graded in ‘A’ to ‘E’ categories – ‘A’ being the top performers.

The Caliber Inventory method helps us: identify the strengths and weaknesses of the employees;

it provides an analytical study of all the employees so we can understand them better and can give them constructive feedback; it helps employees improve their performance levels; and, it also helps in rewarding employees more scientifically.

21st Century Holdings Reward and Recognition Ceremony (25/8/16)



MO Cashews Reward and Recognition Ceremony (2/9/16)



MeTL Head Office (7/9/16) & MeTL Corporate Office (8/9/16) Reward and Recognition Ceremony



A-One Products & Bottlers Reward and Recognition Ceremony (6/10/16)



Kuishi ni dhamiri.

Living is the intention. What makes a life worthwhile is having a purpose, an aim.

MO Cashews - Mozambique

Our MO CAJU, LDA - cashew processing plant at Murrupula, Mozambique started functioning from July 8th, 2016. Attached are a few photographs of the plant and of work in progress.

The plant has the capacity to process raw cashew nuts of up to 150 MT/month. Total number of employees stands at 340, and is expected to rise up to 450-480 employees. Murrupula is the district capital of Nampula Province and 80 KMs from Nampula.



Mo CAJU LDA Mozambique

MT Processors - Morogoro

MeTL Group has recently entered into a joint venture with Philip Morris International.

The Company, based in Morogoro, will operate under the name M.T. Processors Ltd (MPTL) and will be responsible for the secondary process of making and packing, as well as marketing and merchandizing, Marlboro cigarettes.

MTPL is a state-of-the-art facility with modern machineries and processes based on international standards.

The venture has generated employment for 50 people, with a plan to hire more in the foreseeable future.



Africa Filters and Motor Co. Ltd

Africa Filters and Motor Co. Ltd, another recent addition to the MeTL Group, is engaged into the manufacturing of automobile filters and trading of autospare.

Located in the heart of the city centre, the Company looks to service its in-house transport requirements as well as the domestic and regional markets.

The Company welcomes technical and commercial applications for employment.



Msasi haogopi miiba.

A hunter is not afraid of thorns. Someone who wants to succeed must not be afraid of difficulties.

Field Trips

St Augustine and Don Bosco Educational visits

Once again MeTL Group had the honor to host students on field trips to East Coast Oils and Fats, Royal Soap and Detergents and 21st Century Holdings facilities. St Augustine students visited Royal Soap and East Coast on the 15th and 16th of September while Don Bosco Vocational Training Centre students made a trip to 21st Century Holdings on the 27th of August

It was an ideal opportunity for the students to have first hand experience in the process of production from raw materials to finished consumer goods of cooking oil, different types of soaps, twines and ropes.



St Augustine Secondary School students at Royal Soap and Detergents Industries



St Augustine Secondary School students at East Coast Oils and Fats



Don Bosco Vocational Training Center Students at 21st Century Holdings



Don Bosco Vocational Training Center Students listening to their guide at 21st Century Holdings

Field Placement Testimonials



"It has been great to work for MeTL Group. I have been given the opportunity to learn and try new things, meet different people and create and build my network. For sure, the different experiences will help build my CV and career."

Laudanus Majani
MoBlog Intern



"I feel honored to have interned for MeTL Group and the MoBlog team. The reception and hospitality of the staff was welcoming and cooperative. In future, I would love to be a part of such a dynamic and engaged workforce, where I am always learning new things and being empowered."

Hasheem Ibrahim
MoBlog Intern



"I've had the pleasure of going to the launches of recent grantees' projects, have participated in educational forums, and even got to travel to Singida! It's been such a great experience to work with the Foundation and I've learned so much about the development landscape here in Tanzania. I know the Foundation will continue to do amazing work in the future!"

Mia Ellis
MoDewji Foundation Intern



"I have learned quite a bit in my short time with the Recruitment Team, from sourcing to screening CVs, from conducting preliminary interviews to performing reference checks and from ensuring documents are in tact to making contracts. I would gladly intern next time, or apply for a job here - MeTL Group is one of the few employers that really 'teaches the job'"

Maria Ernest Ndimbo
HR Intern



"I know I can not thank you all MeTL people enough. But I truly hope and wish that one day the experience I harvested from this internship will serve as a core tool in creating innovative irrigation solutions that will benefit many local to large scale farmers in Tanzania and beyond. I wish you all the best with the company activities in the days ahead."

Ally H Mahmoud
Agriculture Intern

Mtazama mbele haoni nyuma.

One who looks forward does not see what is behind.

MeTL

Careers Fair



MeTL Group launched its first Careers Fair on 10th September 2016, for young minds (recent graduates / final year students) from Technical, Finance and Accounts, Human Resources, Sales and Marketing, Agriculture and Textiles fields. Nearly 100 out of over 500 applicants were invited and attended the event at Alliance Francais.

Seven MeTL experts from the above mentioned streams addressed the students. This was followed by two short workshops on *CV Writing and Tactfully Facing an Interview*. A Q&A followed where queries were addressed by the speakers. .

An initial shortlisting for the MeTL Graduate Development Program (MGDP) was

done at the event by means of group discussions. The participants, divided in small teams, attended to a series of various contemporary topics. They were assessed on their knowledge, clarity of thought, communication and other parameters.

Those on the initial shortlist are being called for personal interviews. Twenty-five

individuals will be selected and will undergo our 52-week MGDP.

Watch this space for more updates on the MGDP.



Presenters at the Careers Fair



Presentation about Agriculture at MeTL Group



Presentations in progress



Q&A session



Winner from the Lucky Dip



Group discussion in progress



Refreshments

Succession Planning

Tanzanianization Workshops

As part of an initiative for nationalization and to groom national talent to assume higher responsibilities at work, various training programs were conducted across different business units.

The programs involved upgrading skills in the areas of quality control, production and maintenance, accounts and finance, and materials management.



Quality Control, Production and Maintenance training at Royal Soap and Detergents (3/9/16)



Oil Pressing training at East Coast Oils and Fats (19/9/16)



Accounts and Finance training at Royal Soap and Detergents (20/9/16)



Accounts and Finance training at East Coast Oils and Fats (21/9/16)



Selling Techniques training at MO Assurance (24/9/16)



Accounts and Finance training at 21st Century Holdings (28/9/16)



Production and Maintenance training at 21st Century Holdings (28/09/16)

Behavioral Interventions

Team Building

An outbound team building session was held at Fun City with MO Assurance employees on 13th August, 2016.

The Talent Development team from MeTL Group organized a host of games and fun activities centred around trust, challenging oneself at work and time management. Winners of the games were awarded Mo hampers.

Following the session, the participants went on rides and were served with refreshments.



Glimpses from MO Assurance team building event

Corporate Coffee Hour

A Corporate Yoga session for the Senior Management Team (SMT) was held at the Corporate Office on 3rd September, 2016.

Hussein Wangawala, a trained Yoga professional, demonstrated a few exercises to relieve stress at the workplace.



Corporate Coffee Hour Yoga training

Sports and Recreation

East Coast Oils and Fats Sports Day

East Coast Oils and Fats held an inter-house football tournament at DUCE sports grounds located at Kurasini in Dar es Salaam this September.

The tournament involved a total of eight teams from different departments: Sura, Poa, Maisha, Taifa, Jell-O-Jelly, Tembo, Mpishi and Safi.

Team Sura won the tournament and Said Mlawa, the Captain, lifted the trophy. It was a hard fought victory in a tournament of determined and tough opponents – well done to everyone!

The Player of the Tournament was Rashid Mbega, he was rewarded for his outstanding performance and discipline throughout the tournament.

Meanwhile, the East Coast Women's Sports Day was held on 11th September 2016. Several games like, "Gunia Race", "Kamba" and "Kijiko na Ndimu" were organized. The women participated enthusiastically and the winners were awarded medals and other prizes.

Both events helped the Management to engage with the workforce outside the workplace, break the barriers between departments, encourage team spirit and promote the benefits of physical activity and wellbeing.



East Coast Oils and Fats Men's football tournament in pictures



East Coast Oils and Fats Women's sports activities in pictures



Mwanzo mateso, mwisho furaha.

A beginning is painful, the end is enjoyable. A happy ending comes after a painful effort.

21st Century Holdings Sports Bonanza

The 21st Century Holdings Sports Bonanza was held over two weekends in September 2016.

The men, across different departments, participated in a football tournament which saw Team Dabo Nzito 1000 win the trophy by defeating Team Ndefu 1000 in the finals.

The Best Player prize went to Juma Salumu Madyo while the Best Goalkeeper award went to Masoud Omary Kihuli.

On the women's side, several games like "Gunia Race", "Kamba" and "Kijiko na Ndimu" were organized. Respective winners were awarded medals and Mo Hampers.

Like the event at East Coast, the Sport Bonanza fostered teamwork, getting to know one another outside the workplace and creating a sense of belonging to the Company.



21st Century Holdings Men's football tournament in pictures



21st Century Holdings Women's sports activities in pictures



Tumaini hadi mwisho.

Keep hoping until the end. Be confident.

Royal Soap & Detergent Industries Retreat

Following their superior business performance, the HR team initiated a fun-filled day for employees of Royal Soap. The aim was to rejuvenate them, and make them partake in a relaxing event filled with sports and recreation activities.

Several games like tug of war, football, beach ball, volleyball and fill the jar were organized. Mo Hampers were awarded to the winners and food and refreshments was served for all.

The event also included a session on “Employee Safety at the Workplace”.



Teambuilding and recreation session in progress at MeTL beach

East Coast Oils and Fats Long Serving Employees Awards

On 24th September, East Coast held an event to recognize those employees that have been with the Company for 10 years or more.

As a token of appreciation, the employees were given certificates and a monetary gift from the Company. There was also a small cake cutting celebration



Juma receiving his certificate from Mr. Swamy, CEO of East Coast



Long Serving Employees with the East Coast Management Team.



Jane receiving her certificate from Mr. Police, General Manager of East Coast

Education | Health | Environment

MeTL Group embarks on Environmental Conservation in partnership with Roots and Shoots

The Group recently started a community service program in partnership with Roots and Shoots, wherein 8 employees - each from a different unit within the MeTL Group - dedicated their time to visit the Gilman Ruthinda xPrimary School to teach the children about the environment and in particular to show them how to practice compost gardening.



Compost gardening session in pictures

21st Century Holdings tops “Best Energy Savers” list

A *General Energy Audit* was carried out in order to help identify potential energy- and energy cost-savings in equipment and operations. A team of energy auditors from Lean Energy Solutions conducted site visits at 21st Century Ltd in July 2016 and undertook measurements and analysis.

21st Century was found to have very good energy saving measures, and the company has been praised for being conservative when using energy.



21st Century Holdings factory premises

MO Assurance presents to Insurance Students at CBE

On 22nd September, the CEO of MO Assurance, Pulin Bihari, spoke to students from the College of Business Education (CBE) about insurance and its role in economic development.

The seminar aimed to bridge the gap between concept and application and create some practical know-how to augment the theory that is taught in the classroom.



Mr. Pulin addressing students taking the Insurance Programme at CBE

First Aid | HIV/AIDS | Fire

OSHA provides First Aid training to MeTL Units

Our units took part in a monthly First Aid Training Course conducted by OSHA between 28th and 30th September at the Occupational Safety Health Authority Coastal Zone Headquarters.

The participants were trained in Industrial First Aid practices and were awarded OSHA certificates on successful completion of the course.



Proud First Aiders!

In-House HIV/AIDS Seminars

HIV/AIDS Awareness programs across several MeTL Units were conducted over August and September by Drs Khadija and Emilian.

The seminars covered topics related to identification, prevention and treatment of HIV/AIDS and allied illnesses. The seminar also had a session on use of contraceptives.



HIV/AIDS seminars in progress



Unit	Date
MSD Kurasini	23/7/16
MSD Mbezi	30/7/16
MSD Mbagala	6/8/16

Unit	Date
Main Godown	6/8/16
Glenrich Transportation	3/9/16
MO Assurance	17/9/16

In-House Fire Fighting Training

On 18th June a training session on fire and safety was held at the compound of A-One Products and Bottlers between 11am and 1pm. Facilitated by three officials from the fire department, 30 employees underwent a practical and theoretical session. The training helped the attendees to understand the safety measures to be taken and how to combat fire.



In-house fire fighting session in progress

Unit	Date
Royal Soap & Detergents	1/9/16
21st Century Food & Packaging	9/9/16
A-Oen Products & Bottlers	13/9/16

Unit	Date
MO Assurance	14/9/16
21st Century Holdings	14/9/16

East Coast monthly Cleanliness Campaign

Our first Monthly Cleaning Campaign was launched in August at East Coast Oils and Fats, in which all of our employees from various departments in the factory participated. The Campaign was run by a committee who observed all departments and judged them according to proper arrangement, cleanliness of the machines and general cleanliness (inside and outside the departments and the corridors). The campaign was an overall success and the Margarine department stood first. The Campaign will go on across other units and aims to promote cleanliness across all MeTL Units.



East Coast employees participating in the monthly Cleanliness Campaign program

Occupational Safety Tips

Keep work area clean.	Keep machine guards in their intended place.
Do not operate machinery unless authorized.	Wear eye protection where necessary.
Wear proper clothing for the job.	Be sure everyone is clear before starting equipment.
Lift material properly and use legs, not back.	Report all unsafe conditions.
Do not clean or adjust machine in motion.	Check electrical equipment's before using.
Keep all hand tools in good condition.	Report all injuries and obtain first aid.

LONG SERVING EMPLOYEES

Long Serving Employees

Here is what our proficient and long serving employees have to say



I joined the MeTL Group in June 1994. I am currently working with East Coast Oils and Fats as an Accountant in the Statutory Department. My main duties are verifying records and filing statutory returns.

After 22 years, I am truly humbled to be part of one of the largest Groups in Africa which contributes 3.5% of the national GDP and employs 24,000 Tanzanians in areas such as Agriculture, Manufacturing, Distribution and Transport.

East Coast has provided me with lots of on-the-job training and coaching, and the team spirit has helped me develop invaluable new skills. I would like to give special thanks to my colleagues for their support through this long journey.

My message is *tusikate tamaa*.

Rashid Swalehe

East Coast Oils and Fats Limited



I joined the MeTL Group in June 2004 as a Receptionist. Then in 2007 I was posted to Golden Crescent Assurance, now MO Assurance Company Ltd, as an Underwriting Assistant.

During my time here I have had the opportunity to improve my education and I feel grateful as I have learned many things about insurance - a field I never imagined I had the aptitude for.

I have seen many developmental changes in my 12 year tenure, and I am honored to be one of the long serving employees of the Group. I am grateful to the Management for their role played in the development of their employees and the society as a whole.

Pamela Ngowi

Mo Assurance Company Limited

COMPETITION

Winners

June - July Competition Winners



Competition winners receiving their gifts

Usipokubali kutia mguu majini hutavuka kijito.

If you don't want to put your foot in the water, you'll not cross the brook. Take the right means.

VACANCIES



VACANCIES

Designation	Qualification	Desired Experience
Heavy / Light Truck Mechanic	Diploma in Automobile Engineering / VETA Grade Cne Certificate	Minimum 5 years' hands on work experience in diagnosing and troubleshooting trucks of high-end technology (MAN / DAF / ISUZU). Possess knowledge of common Rail, EDC, Euro III, IV & V Engines and automatic gearbox.
Salesman / Lady	Certificate / Diploma in Sales and Marketing	Minimum 1 year experience of field sales.
Sales Supervisor	Diploma in Sales and Marketing	Minimum 5 years experience of field sales in FMCG industries and man management skills.
Fumigator	Graduate and a Certified Fumigator	Minimum 4 years' of experience working under fumigation department in a food industry.
Quality Controller - Plastics	Diploma / Degree in Chemical Process Engineering	Minimum 1 year hands on experience in monitoring and controlling the quality of PET plastics preforms and bottles.
GPS technician	Diploma / VETA Certificate in Autoelectrical Engineering	Minimum 1 year hands on experience in installation and trouble shooting of GPS devices.
Business to Business Sales Executive	Diploma / Degree in Sales and Marketing	Minimum 4 years experience in sales of electronics goods

Interested candidates can send their application with contact details to recruitment@metl.net or The HR Department, MeTL Group, Textile House, 2nd Floor, Morogoro Rd / Indira Gandhi St. P. O. Box 20660, Dar es Salaam, Tanzania.

HUMOR

HR Jokes!



A young businessman had just started his own firm.

He rented a beautiful office and had it furnished with antiques. Sitting there, he saw a man come into the

outer office. Hoping to look like a hot shot, the businessman picked up the phone and started to pretend he was working on a big, important business deal.

He threw huge figures

around and made giant commitments. Finally, he hung up and asked the visitor, "Can I help you?" The man said, "Yeah, I've come to activate your phone lines."

Utumainie mmea ulioisha panda

Put your hope on the plant you have planted. Work has promise for the future.



UA-NI-LLA

Unaipenda
inakupenda

