



EMPLOYMENT OPPORTUNITIES

The Bank of Tanzania, an equal opportunity employer and Tanzania's Central Bank, is looking for suitably qualified young Tanzanian citizens of high personal integrity to fill the following vacant positions at the Head Office, Dodoma, Sub Head Offices in Dar es Salaam and Zanzibar and its Branches in Arusha, Mbeya, Mtwara, Mwanza and Training Institute, Mwanza.

- 1. Position:** Bank Officer (entry level) - 13 Posts
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To undertake banking and currency management responsibilities in accordance with laid down procedures.

Key Performance Areas:

- a) Handle requests for payments, remittances and transfers from customer and governments;
- b) Examine and pay cheques in accordance to the set limits;
- c) Sort and microfilm processed payment instruments including cheques, original credit slips and advice;
- d) Perform retail banking activities including telling duties;
- e) Prepare daily government and commercial banks position reports for decision making purposes;
- f) Prepare and generate the Bank's electronic files to and from clearing house;
- g) Reconcile government, commercial banks and other in-house bank accounts;
- h) Open and close banks and staff accounts;

- i) Attend customer inquiries and queries pertaining to banking operations and initiate responses as appropriate;
- j) Originate payments as and when instructions are received from appropriate authorities;
- k) Handle currency operations tasks such as ledgers, correspondence, documentation, reports and analysis;
- l) Initiate acquisition and printing of banknotes and coins;
- m) Facilitate distribution of currency to branches and safe custody centers;
- n) Handle destruction of punched soiled notes and defaced coins;
- o) Perform custodianship duties in the vaults;
- p) Prepare currency stock reports and reconciliation statements of cash accounts on monthly basis;
- q) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Bachelor's Degree in Banking, Business Administration or Finance from accredited institutions with at least upper second class.
- Fresh graduate or with experience of not more than three (3) years.

- 2. Position:** Internal Auditor (entry level) - 5 Posts
Reports to: Head of Division.
Contract type: Permanent and Pensionable

Job Purpose:

To review, assess and report on the adequacy and effectiveness of internal control systems pertaining to Bank operations and provide recommendations to strengthen the controls systems.

Key Performance Areas:

- a) Develop risk-based annual audit plans detailing the scope, nature and timing of audit activities;

- b) Review the adequacy and effectiveness of internal controls in the area of operations and make recommendations to improve the controls and procedures in place;
- c) Conduct internal audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures;
- d) Review accounting records and prepare appropriate audit reports;
- e) Discuss audit findings and recommendations with line managers and report significant issues to the Management;
- f) Evaluate the relevancy, reliability and integrity of management and financial information;
- g) Assess compliance with the established policies, procedures and instructions;
- h) Monitor implementation of management decisions on audit recommendations;
- i) Conduct special audits in cases of suspected financial or operational malpractices;
- j) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Bachelor's Degree in Accounting or its equivalent from an accredited institution with at least upper second class.
- CPA (T) qualification or its equivalent.
- CISA qualifications will be an added advantage.
- Fresh graduate or with experience of not more than three (3) years.

- 3. Position:** Bank Examiner (entry level) – 9 Posts
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To analyse and review the financial position and performance of banks and financial institutions and make appropriate recommendations.

Key Performance Areas:

- a) Carry out analysis and evaluation of applications for banking licences and provide appropriate recommendations;
- b) Review periodic reports from banks and financial institutions to monitor performance and financial condition and prepare relevant reports;
- c) Conduct on-site examinations and off-site surveillance of assigned financial institutions;
- d) Develop and update institutional profile of banks and financial institutions;
- e) Provide inputs for the development and review of laws, regulations, circulars and guidelines for banking and financial institutions on various supervisory issues;
- f) Prepare learning materials and participate in delivering seminars and workshops to financial institutions on prudential aspects;
- g) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Bachelor's degree in Accounting or Finance from accredited institution with at least upper second class.
- CPA (T) qualification or its equivalent.
- Fresh graduate or with experience of not more than three (3) years.

- 4. Position:** Accountant (entry level) – 20 Posts
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To execute accounting duties in accordance with accounting principles and standards.

Key Performance Areas:

- a) Prepare, examine and analyse periodic statements of financial position and statement of comprehensive income to assess accuracy, completeness and conformity to reporting standards;

- b) Monitor and review accounting entries and related system reports for accuracy and completeness;
- c) Resolve accounting entries discrepancies;
- d) Review and recommend International Financial Reporting Standards (IFRS) which are relevant to the Bank;
- e) Reconcile internal and intermediary accounts;
- f) Maintain accounting records and prepare accounts and management information;
- g) Provide advice and support to internal and external auditors in completing audits;
- h) Examine and verify payments;
- i) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Bachelor's degree in Accounting or Finance from accredited institution with at least upper second class.
- CPA (T) qualification or its equivalent.
- Fresh graduate or with experience of not more than three (3) years.

- 5. Position:** Financial Analyst (entry level) – 4 Posts
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To analyse economic, financial markets and political performance in major investment countries and their implications to investments so as to come up with appropriate strategies for portfolio management.

Key Performance Areas:

- a) Monitor financial markets developments (money, foreign exchange and capital markets) with a focus on price movements;

- b) Conduct systematic analysis of financial markets indicators (interest rates, foreign exchange rates, share price) and identify early warning signals for potential threats to financial system;
- c) Conduct research on financial markets indicators to deepen understanding of their impact on stability of the financial system;
- d) Prepare financial stability reports;
- e) Monitor and analyse developments in the domestic and cross boarder payments and settlement infrastructure and assess impact on the domestic financial system;
- f) Monitor financial innovations and assess impact on domestic financial system;
- g) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Bachelor’s degree in Accounting or Finance from accredited institution with at least upper second class.
- CFA certification will be an added advantage.
- Fresh graduate or with experience of not more than three (3) years.

- 6. Position:** Legal Officer (entry level) – 3 Posts
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To provide legal services and advice to management to enable the Bank to conduct its affairs in compliance with the Act establishing the Bank, other legislation and its internal policies and regulations.

Key Performance Areas:

- a) Gather and document all physical related evidence in the crime and fraud scene;

- b) Receive and analyse all physical related evidence in the crime and fraud scene;
- c) Conduct investigation on workplace crime and fraud and prepare factual reports;
- d) Cooperate and make follow-up on investigation conducted by law enforcement agencies to which Bank is party or interested;
- e) Take account of crime and fraud scenes through photographs and diagrams to form basis of investigation;
- f) Obtain search and arrest warrants from relevant law enforcement agencies;
- g) Follow-up investigations on workplace offences and prepare factual reports;
- h) Advise Management on approaches, options and consequences relating to conduct of affairs to ensure legal protection of the Bank's operations;
- i) Provide legal opinion and advice to Management on cases and on various legal issues that may arise from time to time;
- j) Assess adequacy of existing legal framework within which the Bank operates and advise management on appropriate action;
- k) Draft, review and update contracts and agreements relating to the operations of the Bank in collaboration with relevant parties and participate in negotiations where necessary;
- l) Initiate and facilitate mandatory registration of legal documents such as title deeds, trust deeds and other instruments;
- m) Assess applications and advise Management on licensing and regulation of banks, financial institutions, credit reference bureau and bureaux de change;
- n) Follow up publication of subsidiary legislations relating to the Bank's activities in the Government Gazette;
- o) Provide secretarial services to Management committees as and when required;

- p) Advise Management on and interpret Bank's policies, regulations and procedures;
- q) Prepare legal briefs and contracts for negotiations with other parties on various issues;
- r) Provide support in safekeeping of legal documents and maintain confidentiality;
- s) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Bachelor's degree in Law or Law Enforcement from accredited institution with at least upper second class.
- Professional certification from Law School of Tanganyika and registered as an Advocate of the High Court of Tanzania.
- Fresh graduate or with experience of not more than three (3) years.

- 7. Position:** Human Resources Officer (entry level) – 4 Posts
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To provide advice and support services required in formulation and implementation of policies relating to HR planning, recruitment, compensation, training and development, organization and development, performance management, labour and employee relations.

Key Performance Areas:

- a) Carry out HR planning and budgeting;
- b) Perform tasks related to recruitment, selection and placement;
- c) Perform tasks related to salary and benefits administration;
- d) Provide advise on and process employee relations issues;
- e) Perform performance management and appraisal tasks;
- f) Analyse training needs and prepare training plans;

- g) Coordinate and process training programs and prepare training evaluation reports;
- h) Process staff separation and related terminal benefits;
- i) Participate in the review of Bank's HR policies, guidelines and procedures;
- j) Monitor and update of employee records;
- k) Performing other related duties as may be assigned.

Education/Professional Qualifications required:

- Holder of a Bachelor's degree in Human Resource Management, Public Administration or its equivalent from accredited institution with at least upper second class.
- Fresh graduate or with experience of not more than three (3) years.

- 8. Position:** Public Relations Officer (entry level) – 2 Posts
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To plan, develop and implement public relations strategies in line with the Bank's corporate communication strategy.

Key Performance Areas:

- a) Provide inputs and support in the review and implementation of the corporate communication strategy;
- b) Organise Bank's engagement with the media;
- c) Prepare responses to issues raised by the media/stakeholders and submit to the Head of division;
- d) Monitor, review, collect and post updated information to BOT websites and BOT pages in other websites;
- e) Monitor the public opinion of the Bank in the news media and recommending to Management appropriate action or reaction;

- f) Prepare public education /awareness campaigns on Bank related issues;
- g) Prepare inputs for the Bank's internal monthly newsletter;
- h) Prepare/translate Bank's publications, leaflets and brochures when need arises;
- i) Arrange for and process travel, passports, visa, travel insurance, hotel accommodation, registration, travel allowances, transport for the executives and visitors to the Bank;
- j) Provide escort and meeting Bank's executives and official visitors to the Bank to and from travel ports;
- k) Assist in providing relevant information to official visitors of the Bank;
- l) Assist and participate in the organisation and preparation of various functions hosted by the Bank;
- m) Provide logistical support during conferences, seminars, workshops, meetings and events organised by the Bank;
- n) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Bachelor's degree in public relations, mass communication, journalism or its equivalent from accredited institution with at least upper second class.
- Knowledge in Information Technology will be an added advantage.
- Fresh graduate or with experience of not more than three (3) years.

9. Position: Computer Analyst/Programmer (entry level) – 4 Posts

Reports to: Head of Division

Contract type: Permanent and Pensionable

Job Purpose:

To create, modify, and test the codes, forms, and scripts that allow computer applications to run, design and create software

programs, integrating systems as well as maintaining operating systems

Key Performance Areas:

- a) Administer computer systems by ensuring that at all times the systems are properly functioning and help users to understand their operations;
- b) Develop, adopt and support user-friendly interfaces to computer systems;
- c) Create backups for business systems, test and update contingency measures in accordance with the Bank's IT policy;
- d) Assist users to prepare systems requirement specifications for automation;
- e) Analyse system incident reports and change requests from users;
- f) Prepare, review and maintain repository of specifications, standards and procedures for business systems;
- g) Participate on-site examination of banks and non-banks financial institutions;
- h) Assist users in reconciling books of accounts for differences relating to systems functionalities;
- i) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Holder of a bachelor's degree in computer science, information communication technology (ICT) or its equivalent from accredited institution with at least upper second class.
- Fresh graduate or with experience of not more than three (3) years.

- 10. Position:** Computer Systems Engineer (entry level) – 4 Posts
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To manage and design the computer hardware and software systems and maintain a user friendly environment for IT users.

Key Performance Areas:

- a) Install and configure hardware computing systems according to specifications;
- b) Take inventory of hardware computing systems and related equipment used in the Bank;
- c) Troubleshoot and resolve systems breakdown and document solutions;
- d) Assist in providing specifications for procurement of suitable computer systems for the Bank;
- e) Support and train Bank staff in various computer systems acquired by the Bank;
- f) Assist and support to various vendors commissioned to provide technical services to the Bank;
- g) Carry out preventive and corrective maintenance of hardware computing systems;
- h) Compile issues for liaising with vendors on maintenance of computing systems;
- i) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Holder of a bachelor's degree in Computer Engineering or its equivalent from accredited institution with at least upper second class.
- Fresh graduate or with experience of not more than three (3) years.

- 11. Position:** Database Administrator (entry level) – 1 Post
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To store and organize data to ensure it remains consistent across the database as well as installation and configuration of devices.

Key Performance Areas:

- a) Install, assemble and configure desktop computers, monitors and laptop computers;
- b) Allocate systems storage and planning future storage requirements for Central Banking System and other interfaced systems databases;
- c) Create primary database storage structures (table spaces, views, indexes) for new application modules;
- d) Examine and administer systems performance tuning;
- e) Participate in systems integration and interfacing;
- f) Formulate and maintain an integrated data dictionary;
- g) Advise on issues related to database system of the Bank;
- h) Monitor standards, procedures and access methods for database management systems;
- i) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Holder of a bachelor's degree in computer science, Information Communication Technology (ICT), Computer Engineering or its equivalent from accredited institution with at least upper second class.
- Fresh graduate or with experience of not more than three (3) years.

- 12. Position:** Procurement/ Supplies Officer (entry level) – 4 Posts
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To perform the procurement functions in line with the procurement law and regulations

Key Performance Areas:

- a) Consolidate requirements (consultancy and non-consultancy services, stationery, machinery and equipment, capital items and other goods) from functional units for preparation of corporate procurement plan and for the budget process;
- b) Process procurement of required supplies from approved suppliers and preparing payments accordingly;
- c) Receive goods and materials from various suppliers, and record in the proper books and systems;
- d) Safe keep goods and materials in the stores;
- e) Receive requisitions from user departments and issue goods and materials;
- f) Arrange packing and deliveries;
- g) Initiate payments to suppliers by checking contents of the Goods Receiving Note (GRN);
- h) Raise store requisition for stock replenishment;
- i) Perform any other relevant duties as may be assigned.

Education/Professional Qualifications required:

- Holder of a bachelor's degree in Procurement and Supplies Management, Material Management, Logistics Management or its equivalent qualification from a recognized institution with at least upper second class.
- Must be registered by Procurement and Supplies Professionals and Technicians Board (PSPTB) as a graduate procurement professional.
- Certification in Procurement and Supplies Management will be an added advantage.
- Fresh graduate or with experience of not more than three (3) years.

- 13. Position:** Driver – 7 Posts
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To carry out a range of motor vehicle driving duties and ensure passengers reach their destination safely and materials are delivered timely.

Key Performance Areas:

- a) Drive assigned vehicle in professional, safe and courteous manner;
- b) Assist passengers in and out of the vehicle;
- c) Keep the assigned vehicle clean;
- d) Maintain accurate and up-to-date records on vehicle maintenance, fuel consumption, incident or accident reports, vehicle condition reports and other relevant report;
- e) Perform minor maintenance tasks on assigned vehicle as required;
- f) Initiate a schedule for major or periodic vehicle maintenance with Transport Officer so as to minimize service interruption;
- g) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Certificate of Secondary Education Examination with passes in English and Kiswahili.
- A valid Class C (Plain) Driving Licence.
- A driving Certificate from the National Institute of Transport (NIT) or Vocational Education Training Authority (VETA).
- Working experience of at least six years in the related field.

General Conditions:

- a) Applicants must attach an up-to-date current Curriculum Vitae (CV) with reliable contact address, email and telephone numbers.
- b) Applicants should apply on the strengths of the information given in this advertisement.
- c) Applicants must attach the following:
 - i. Certified copies of Degree or Advanced Diploma certificates.

- ii. Certified copies of Form IV and Form VI National Examination Certificates.
- iii. Certified Professional Certifications from respective professional bodies
- iv. Certified birth certificates.
- v. One recent passport size photograph.
- d) Form IV and form VI results slips are strictly not accepted.
- e) Applicants should indicate two reputable referees with their reliable contacts.
- f) Certificates from foreign examination bodies for ordinary and advanced level education should be verified by the National Examination Council of Tanzania (NECTA).
- g) Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU).
- h) Applicants are required to **apply for one position only**. Applicants who will apply for **more than one position will be disqualified**.
- i) Applicants must indicate the position applied for on top of the envelope with the application letter.
- j) Applicants are required to disclose relevant information in their applications. Giving false or incomplete information will lead to disqualification at any time during the recruitment process or after appointment.
- k) Only short-listed applicants will be contacted.

How to Apply:

Interested applicants must submit a duly signed application letter, Curriculum Vitae (CV) and certified certificates to the following address:

**Deputy Governor,
Administration and Internal Controls,
Bank of Tanzania,
2 Mirambo Street,
11884 DAR ES SALAAM.**

Closing Date and Time: 18th June 2021 at 16.00 pm.