



## EMPLOYMENT OPPORTUNITY

The Bank of Tanzania, Tanzania's central bank, is looking for qualified Tanzanian citizens of high personal integrity to fill the following vacant positions at the Head Office and its branches in Arusha, Mbeya, Mwanza and Zanzibar.

### CONTROL ROOM OPERATOR III (10 POSITIONS)

**Reports to:** Head of Section

**Purpose of the Job:**

To monitor and operate the Bank's security monitoring systems and radio communications equipment in order to strengthen the Bank's security.

**Duties and Responsibilities:**

1. To monitor security surveillance equipment alarm handling, operate communication equipment and other critical equipment;
2. To operate a multi media recording system to ensure criminal incidents and other transgressions are detected and reported;
3. To operate access control systems designed to monitor the movement of people and assets in order to protect and safeguard people, Bank premises and equipments;
4. To observe, record; and report suspicious behaviour or incidents for review and investigation;
5. To support security and investigation operations in analysing data, providing logistical support, preparing reports and tracking facilitating vehicle tracking;
6. To coordinate disaster prevention, participate in emergency handling including evacuations and recovery strategies;

7. To evaluate situations using independent thought to establish level of urgency and prioritisation.
8. To write accurate and concise reports and notification of events and situations for the attention of Head of section;
9. To perform other related duties as may be assigned.

**Education/ Professional Qualifications and Experience:**

- Advanced level of secondary education (form VI leavers) minimum Third Division;

**Required Competencies and Experience:**

- Computer literacy
- Ability to write accurate and concise reports.
- Ability to evaluate situations using independent thought to establish level of urgency and prioritisation
- Ability to communicate clearly in English and Swahili
- Ability to work independently and to tight schedules
- Team player
- Self motivated, able to remain calm under pressure
- At least have three years of work experience in the Security Industry

**Specific Job Requirements:**

- Endurance to sit and maintain concentration for a long period of time.
- Working at night, on week ends and on public holidays
- Good vision
- Good hearing skills

**Age Limit:**

Age between 22 – 30 years

**REMUNERATION:**

The Bank of Tanzania offers competitive terms and conditions of services including salaries based on ones qualifications, skills and work experience.

**MODE OF APPLICATION:**

Application letters with detailed curriculum vitae and copies of relevant certificates should reach the Bank of Tanzania **not later than two weeks** after the first appearance of this advertisement. Candidates should also include their e-mail addresses, fax numbers, cell phone numbers and names of two referees; one of them should have knowledge of the candidate's academic/professional competence.

Only successful candidates will be contacted.

All applications should be addressed to:

**Deputy Governor (AIC),  
Bank of Tanzania,  
P.O. Box 2939  
DAR ES SALAAM**