



EMPLOYMENT OPPORTUNITIES

The Bank of Tanzania, an equal opportunity employer and Tanzania's central bank, is looking for suitably qualified **Tanzanian citizens** of high personal integrity to fill the following vacant positions at its Head Office, Dar es Salaam:

BANK EXAMINER GRADE III - DIRECTORATE OF BANKING SUPERVISION (9 POSITIONS)

Reports to: Head of Division

Broad Function: Analysing and reviewing the financial condition and performance of banks and financial institutions and making appropriate recommendations.

Primary Duties and Responsibilities:

- a) Carrying out analysis and evaluation of applications for banking licences and provide appropriate recommendations;
- b) Evaluating submitted applications by banks against established criteria and make recommendations on the suitability of the proposed managers and board of directors;
- c) Reviewing periodic reports from banks and financial institutions to monitor performance and financial conditions and prepare relevant reports;
- d) Regularly preparing inputs to update institutional profile of banks and financial institutions;
- e) Conducting on-site examination and off-site surveillance of assigned banking institutions;
- f) Developing and regularly updating institutional profile of banks and financial institutions;
- g) Conducting on-site examinations of banking institutions including their branches locally and abroad;

- h) Providing inputs for the development and review of laws, regulations, circulars and guidelines for banking institutions on various supervisory issues;
- i) Providing inputs for the development and review of automated supervision system;
- j) Preparing materials and participate in seminars and workshops to banking institutions on prudential aspects;
- k) Performing any other relevant duties as assigned by the Supervisor.

Education and Professional Qualifications:

- First Class or Upper Second Bachelor's degree in Banking, Accountancy, Finance or related field.
- A professional certification in CPA (T), ACCA, CISA or equivalent is desirable.

Personal Attributes:

- Ability to oversee policies, procedures and standards in banking examination;
- High level of integrity, highly motivated and hard working;
- A potential leader and good organizational and analytical skills;
- Excellent written and verbal communication ability in English and Kiswahili.
- Excellent interpersonal relationships, presentation skills and ability to work effectively in teams.

Working Experience:

- Fresh Graduates from accredited Universities;
- Two Years (2) working experience in Banking, Accountancy or Finance from a reputable organization will be an added advantage.

Age Limit:

Not above 30 years.

**FINANCIAL ANALYST GRADE III - DOMESTIC MARKETS
DEPARTMENT
(2 POSITIONS)**

Reports to: Head of Division

Broad Function: Analysing economic, financial markets and political performance in major investment countries and their implications to our investments so as to come up with best investment strategies portfolio management.

Duties and Responsibilities

- a) Sale and Purchase of Foreign exchange in the Inter-bank Foreign Exchange market;
- b) Preparing foreign exchange rates;
- c) Compiling prices of foreign exchange from Bureaux for analysis;
- d) Conducting Treasury bills and bond auctions;
- e) Conducting Repurchase Agreement (Repo) or Reverse Repo auction;
- f) Provision of Intraday and Lombard loans to commercial banks;
- g) Compiling the Inter-bank Cash Markets data of all commercial banks transactions;
- h) Preparing daily local markets overview and weekly Markets operations reports;
- i) Carrying out research and development of new market instruments;
- j) Carrying out surveillance and analysis of the local foreign exchange market and interest rate movements;
- k) Posting of financial markets data (exchange rates, IBCM, and auction results) on the BOT website;
- l) Performing any other related duties as assigned by the Supervisor.

Education and Professional Qualifications:

- Bachelor's Degree in Finance, Economics or related field. Master's degree will be an added advantage.

- Knowledge of financial markets, high mathematical ability and analytical skills are essential.

Personal Attributes

- High level of integrity, highly motivated and hard working;
- A potential leader and good organizational and analytical skills;
- Excellent written and verbal communication ability in English and Kiswahili.
- Excellent interpersonal relationships, presentation skills and ability to work effectively in teams.

Working Experience

- Fresh Graduates from accredited Universities;
- Two Years (2) working experience in Finance, Economics or related fields from a reputable organization will be an added advantage.

Age Limit:

Not above 30 years.

SUPPLIES OFFICER GRADE II - PROCUREMENT DEPARTMENT (1 POSITION)

Reports to: Head of Division

Broad Function: Ensuring compliance with the Public Procurement Act, 2004 and its Regulations and other relevant laws and policies relating to Procurement and supplies.

Primary Duties and Responsibilities

- a) Planning and consolidating material requirements for stock items and preparing budget for items required in the financial year;

- b) Requesting for and analysing quotations from vendors and forwarding to supervisor for review;
- c) Preparing purchase orders and forwarding for approval;
- d) Following up on delivery of orders from supplies;
- e) Receiving goods and materials from various suppliers and recording in the proper books and systems;
- f) Collecting specification information for inclusion in the preparation of tender documents;
- g) Maintaining all records associate in procurement process;
- h) Performing stock taking during the prescribed period and reconcile physical inventory records with the financial records;
- i) Performing any other related duties as may be assigned by supervisors from time to time.

Education and Professional Qualifications:

- The Candidate must have a Bachelor Degree or its equivalent in Procurement and Logistics Management or Materials Management or Supplies and Procurement Management or any other related field.
- Must possess a Certified Procurement and Supplies Professional award (CPSP (T)) from the Procurement and Supplies Professional and Technicians Board (PSPTB) (Formerly National Board for Materials Management (NBMM)).

Personal Attributes:

- Good understanding of the Public Procurement Act 2004 and its Regulations;
- Ability to work independently and commitment to deliver high quality outputs at the agreed time frame;
- Good Communication Skills (Oral and Written);
- Honesty and high level of integrity;
- Demonstrated initiative and ability to work under pressure ;

Working Experience:

At least three (3) years working experience from a reputable organization.

Age Limit:

Not above 30 years.

SENIOR SUPPLIES OFFICER GRADE II - PROCUREMENT DEPARTMENT (2 POSITIONS)

Reports to: Head of Division

Broad Function: Ensuring compliance with the Public Procurement Act, 2004 and its Regulations and relevant policies relating to procurement and supplies.

Primary Duties and Responsibilities

- a) Participating in purchasing of goods, works and services at a lowest evaluated price in conformity with terms, conditions and specifications set forth in a solicitation document.
- b) Providing inputs advice necessary for adherence to best practices in relation to procurement and disposal of Bank assets by tender;
- c) Carrying out procurement and disposal by tender in compliance to Public Procurement Act of 2004 and its regulations;
- d) Facilitating procurement and disposal of Bank assets in a manner to maximize competition and achieve economy, efficiency, transparency and value for Money;
- e) Administering all procurements with high level of integrity, accountability, honest and fairness with a need to make best possible use of Bank funds;
- f) Managing disposal of Bank assets with high level of integrity, accountability, honest and fairness with a need to achieve the best available net return;
- g) Maintaining and archiving records of procurement and disposal proceedings;

- h) Performing any other related duties as may be assigned by supervisors from time to time.

Education and Professional Qualifications:

- The Candidate must have Master's Degree or its equivalent in Procurement and Logistics Management or Materials Management or Supplies and Procurement Management or any other related field, plus at least five years working experience.
- Must possess a Certified Procurement and Supplies Professional award (CPSP (T)) from the Procurement and Supplies Professional and Technicians Board (PSPTB) (Formerly National Board for Materials Management (NBMM))
- Must be registered by NBMM as Authorized Supplies Officer/Stock Verifier.

Required Competencies:

- Good understanding of the Public Procurement Act 2004 and its Regulations;
- Demonstrated leadership skills;
- Demonstrated ability to develop strong working relationship and trust with other employees;
- Ability to work independently and commitment to deliver high quality outputs at the agreed time frame;
- Excellent written and verbal communication ability in English and Kiswahili.
- Honesty and high level of integrity;
- Demonstrated initiative and ability to work under pressure ;

Working Experience:

At least five (5) years working experience in a senior position from a recognized and reputable organization.

Age Limit:

Not above 40 years

**TECHNICIAN - (1-POSITION) FACILITIES MANAGEMENT
DEPARTMENT**

Reports to: Head of Division

Primary Duties and Responsibilities:

- a) Assembling and installing Chubb locking systems in line with technical standards;
- b) Making periodical inspections and services on all high security Chubb locking systems and all mechanical installations at the head office and those at upcountry branches;
- c) Implementing all mechanical maintenance work in accordance with laid down routine and preventative maintenance procedures in the division;
- d) Providing technical assistance and solutions in relation to/with locking problems;
- e) Providing advice on planning and procurement of Chubb spares and equipment;
- f) Performing other related duties as may be assigned by the superiors;

Specific Job Requirements:

A minimum of five years experience in the field of mechanical engineering specifically in locking systems for strong room doors and high security locking equipment, preferably in *Chubb* and *JohnTann* Equipment;

Education/ Professional Qualifications:

Certificate of Secondary Education preferably from a technical school plus Full Technician Certificate in Mechanical Engineering from recognized Institutions;

Personal Attributes:

- Ability to work under pressure and responding quickly to new demands;
- Ability to work independently and to meet deadlines;
- Excellent customer service skills;
- Excellent interpersonal skills;
- Honesty and high level of integrity;
- Good team player;
- Self motivated;
- Attentive to details and committed to delivering work of a high quality;

Age Limit:

- Not above 40

REMUNERATION:

A competitive remuneration package will be offered to successful candidates. The entry point will depend on the job grade.

MODE OF APPLICATION:

Applications must be addressed to:

**Deputy Governor (AIC),
Bank of Tanzania,
P.O. Box 2939
Dar es Salaam.**

Applications should include a detailed Curriculum Vitae (CV), certified copies of birth certificate, academic transcripts and other relevant certificates, names of two referees, a reliable contact postal address and telephone numbers.

CLOSING DATE:

Three weeks after the first appearance of this advertisement in newspapers.

Only short-listed applicants will be contacted.