



**EMPLOYMENT OPPORTUNITIES
(RE-ADVERTISED)**

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 in Dar es Salaam.

**SENIOR HUMAN RESOURCE OFFICER - COMPENSATION, HEAD OFFICE
(1VACANCY)**

Reports to: Head of Department

Job Purpose:

Evaluating existing compensation and rewards schemes and recommending as well as executing strategic compensation plans in the light of market practice to assist in attraction and retention of staff.

Primary Duties and Responsibilities:

- a) Analyzing, developing, and recommending compensation strategies, policy measures and procedures in the areas of job and salary grading, employee benefits and recognition schemes for the attraction, motivation and staff retention;
- b) Maintaining relevant data using database applications related to job evaluation, salaries, allowances and benefits;
- c) Providing technical advice and support in job evaluation and salary grading processes;

- d) Participating in the design and implementation of improvements to HR policies and systems relating to compensation shifts in the labour market and legislative changes;
- e) Reviewing salary structures as necessary, supporting annual budget and forecasting exercises and overseeing the administration of salary and benefits schemes;
- f) Keeping compensation information and records current and appropriate to the Bank's business needs through benchmarking exercises, reviews, salary and benefit surveys or other means of sharing/networking; and determining the optimal application of new information or trends to ensure the Bank retains its market competitiveness;
- g) Establishing measures to ensure consistency in various HR practices relating to grading, compensation, job descriptions, organizational structure as well as various related issues;
- h) Improving employees' knowledge of compensation and rewards schemes by developing appropriate communication plans and documents related to grading and compensation practices;
- i) Ensuring timely update of employee salary records and accurate processing of monthly payroll data;
- j) Maintaining liaison with social security agencies, following up payment of pension benefits and ensuring appropriate documentation is maintained and submitted as required by relevant laws;
- k) Carrying out other related human resource activities as may be assigned by superiors.

Education Qualifications and Experience

- A good Bachelor's degree in Human Resource Management, Business Administration, Finance or related field with specific studies in human resources management
- A Master's degree in Human Resource Management will be an added advantage
- A minimum of six (6) years post-qualification experience

Required Knowledge, Skills and Abilities

- proven strong knowledge of job evaluation systems, salary structures, design of staff benefits schemes, remuneration surveys and benchmarking
- good knowledge and practical experience in using computer applications
- ability to handle confidential information appropriately
- ability to work under tight deadlines and handling multiple tasks
- analytical and problem solving skills
- good report writing and presentation skills
- ability to establish and maintain effective working relationship with other people
- advanced Excel proficiency
- ability to obtain required information from a variety of sources independently.

LEGAL OFFICER (2 POSITIONS)

Reports to: Head of Division

Job Purpose:

Assisting superiors in providing legal advice on matters relating to employment and labour relations, criminal and civil litigations to which the Bank is a party or in which it has interest; providing support and advice in the conduct of Bank's operations and corporate secretariat services in relation to the Board, its Committees, Management Committees and other committees.

Primary Duties and Responsibilities:

- a) Assisting in making follow up on Bank's cases in courts of law, tribunals and Advocates' Chambers and keeping records of all pending case;
- b) Assisting the Supervisor in drafting legal documents and filing court documents ;
- c) Assisting in providing secretariat services to the Board, its Committees and Management Committee including taking record of proceedings of their meetings;

- d) Providing legal advice on issues relating to the Bank's operations including foreign exchange administration, banking business and financial sector in general;
- e) Providing policy and regulatory input in the legislative developments relating to foreign exchange , banking and financial sector related legislations;
- f) Drafting legal opinions and briefs on various matters including negotiations with various parties;
- g) Liaising with law firms instructed to represent the Bank in various legal matters;
- h) Participating in conducting research on cases and preparing submissions to courts and tribunals;
- i) Assisting in advising on all claims with potential to be subject of litigation by or against the Bank;
- j) Preparing weekly cases lists and submitting the same to superiors;
- k) Reviewing administrative disciplinary cases as delegated by the Supervisor;
- l) Preparing witnesses and documentary evidence in respect of hearings of cases;
- m) Maintaining court files and other legal documents for reference;
- n) Attending to matters filed at the Commission for Mediation and Arbitration and at the Labour Court;
- o) Preparing and submitting case reports;
- p) Initiating drafts/legal briefs required in negotiations with various parties;
- q) Assisting in advising on compliance matters and in the implementation of the Bank's legal obligations;
- r) Performing other related duties as assigned by Supervisor.

Education Qualifications

- Holder of an upper second or first class Bachelor's Degree in Law
- Master's Degree in Law will be an added advantage

Required Knowledge, Skills and Abilities

- knowledge of and experience in labour cases, arbitration and mediation procedures
- analytical and problem solving skills;

- ability to work independently and under pressure;
- good report writing and presentation skills;
- a team player;
- ability to establish and maintain effective working relationship with other people;
- Computer literacy.

Work Experience:

A minimum of three (3) years of post-qualification experience as practicing advocate.

Remuneration:

A competitive remuneration package will be offered to successful candidates. The entry point will depend on the candidate's qualifications, experience and the Bank of Tanzania Scheme of Service.

Application 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 certificates, academic transcripts and other relevant certificates, names of two referees, reliable contact address, e-mail address and telephone numbers.

Closing Date:

Application should reach the Deputy Governor's Office on or before **4.30.p.m. on 20th August, 2010.**

Only short-listed applicants will be contacted.

Those who applied in the previous advertisement need not apply.