



THE UNITED REPUBLIC OF TANZANIA

BANK OF TANZANIA



EMPLOYMENT OPPORTUNITIES

INTRODUCTION

The Bank of Tanzania serves as the Central Bank of the United Republic of Tanzania, was established under the Bank of Tanzania Act of 1965, and commenced operations on 14th June 1966 with a major objective of fostering macro-economic stability and modernized financial system in sustenance of the country's middle-income status and beyond.

The Bank of Tanzania as an equal opportunity employer, is looking for suitably qualified Tanzanian citizens of high personal integrity to fill the following vacant positions. Successful candidates will be placed at any of the Bank duty stations at the Head Office Dodoma, Sub Head Offices in Dar es Salaam and Zanzibar, Branches in Arusha, Mbeya, Mtwara and Mwanza or the BOT Academy in Mwanza.

1. **Position:** Bank Officer III (Junior Officer Entry Level) - 3 Posts
Salary Scale: BTPS 1
Reports to: Head of Division
Contract type: Unspecified period of time

Primary Duties and Responsibilities:

- i. Prepare reconciliation statements;
- ii. Participate in identifying operational risks and reporting them to head of division for action
- iii. Process basic customer transactions with attention to detail and compliance
- iv. Support customer account opening processes and assist in maintaining accurate records.
- v. Handle basic customer inquiries, resolve simple issues, and escalate complex matters to head of division
- vi. Process transactions including deposits, withdraws, transfers and cheque payments;
- vii. Contribute to the preparation of department plans, budgets, and basic reports by providing necessary inputs
- viii. Provide inputs for development and review of policies and procedures;

- ix. Perform other related duties as may be assigned.

Education Qualifications required:

Holder of a Bachelor Degree in Finance, Banking, Business Administration majoring in Banking or Finance or its equivalent from a recognized Institution with at least Upper Second Class.

- 2. Position:** Accountant III (Junior Officer Entry Level) – 5 Posts
Salary Scale: BTPS 1
Reports to: Head of Division
Contract type: Unspecified period of time

Primary Duties and Responsibilities;

- i. Originate financial transactions in various systems;
- ii. Analyze financial transactions and keeps books of account;
- iii. Keep records of payment voucher register book;
- iv. Collect inputs for preparation of corporate budget estimates;
- v. Maintain Bank's Client accounts;
- vi. Carry out accounts reconciliation;
- vii. Prepare draft financial statements;
- viii. Analyze costs for operational efficiency;
- ix. Prepare and file Tax returns;
- x. Process invoices, track payment and ensure timely collection and disbursements;
- xi. Ensure compliance with financial regulations;
- xii. To stay updated on changes in accounting standards to implement best practices;
- xiii. Keep fixed asset register, correct accounting treatment on disposal of fixed assets;
- xiv. Assist external auditors during the audit process;
- xv. Provide inputs for preparation of reports relating to divisional activities;
- xvi. Provide inputs for development and review of policies and procedures relating to the activities of division/department;
- xvii. Perform other related duties as may be assigned.

Education/Professional Qualifications required:

Holder of a Bachelor Degree in Accounting or its equivalent from a recognized Institution with at least Upper Second Class.

- 3. Position:** Internal Auditor III (Junior Officer Entry Level) – 2 Posts
Salary Scale: BTPS 1
Reports to: Head of Division
Contract type: Unspecified period of time

Primary Duties and Responsibilities;

- i. Conduct regular audit of Banks operations;
- ii. Participate in special audit in cases of suspected financial or operational malpractices;
- iii. Participate in physical stocktaking exercises;
- iv. Monitor progress of implementation of the issues communicated to Management by internal and external auditors;
- v. Prepare audit reports and participate in meetings related to audit findings and outcomes;
- vi. Conduct surprise checks on cash holdings within main and intermediate vaults, cashiers, safe custody centres and at other offices with petty cash holders;
- vii. Perform control reviews for computer information system to ensure valid, reliable, timely and secure inputs, processing, and output;
- viii. Perform reviews of internal control procedures and security for systems under development and/ enhancement to the existing system;
- ix. Provide inputs for preparation of reports relating to divisional activities;
- x. Provide inputs for development and review of policies and procedures relating to the activities of division/department;
- xi. Perform other related duties as may be assigned.

Education Qualifications required:

Holder of a Bachelor Degree in Accounting or its equivalent from a recognized Institution with at least Upper Second Class.

- 4. Position:** Planning Officer III (Junior Officer Entry Level) – 2 Posts
Salary Scale: BTPS 1
Reports to: Head of Division
Contract type: Unspecified period of time

Primary Duties and Responsibilities;

- i. Assist in the formulation, monitoring, and periodic review of the Bank's strategic plans and prepare progress reports.
- ii. Provide hands-on technical support to functional units on plan formulation, monitoring and reporting.
- iii. Assist in providing guidance to functional units to ensure projects are implemented in compliance with the Bank's project management framework and regulatory requirements.
- iv. Assist in providing inputs for preparation of reports relating to divisional activities;
- v. Assist in providing inputs for development and review of policies and procedures relating to the activities of division/department;
- vi. Perform other related duties as may be assigned.

Education Qualifications required:

Holder of a Bachelor Degree in Project Planning, Economics, Statistics, Regional Development Planning or its equivalent from a recognized institution with at least Upper Second Class.

- 5. Position:** Public Relations Officer III (Junior Officer Entry Level) – 1 Post
Salary Scale: BTPS 1
Reports to: Head of Division
Contract type: Unspecified period of time

Primary Duties and Responsibilities;

- i. Correspond with media;
- ii. Write and produce presentations, articles, press releases and social media posts;
- iii. Design and produce visual communications and digital content;
- iv. Coordinate taking of photos (still and video) during Bank's events and maintain photographic records;

- v. Handle enquiries from the public, the press and related organisations
- vi. Prepare responses to issues raised by the media/stakeholders;
- vii. Analyse media coverage on various relevant issues to the Bank from local and foreign media;
- viii. Provide inputs for preparation of various reports;
- ix. Provide inputs for development and review of policies, guidelines and procedures as shall be required;
- x. Perform other related duties as may be assigned.

Education Qualifications required:

Holder of a Bachelor Degree in Public Relations, Mass Communication, Journalism or its equivalent from a recognized institution with at least Upper Second Class.

- 6. Position:** Economist III (Junior Officer Entry Level) – 3 Posts
Salary Scale: BTPS 1
Reports to: Head of Division
Contract type: Unspecified period of time

Primary Duties and Responsibilities;

- i. Collect and analyze data;
- ii. Participate in conducting surveys;
- iii. Assist in creating and maintaining economic statistical databases;
- iv. Undertake research;
- v. Participate in modelling and forecasting sessions;
- vi. Prepare input and participate in preparation of economic reports;
- vii. Provide inputs for development and review of policies, guidelines and procedures as shall be required;
- viii. Perform other related duties as may be assigned.

Education Qualifications required:

Holder of a Bachelor Degree in Economics or its equivalent from a recognized institution with at least Upper Second Class.

- 7. Position:** Bank Examiner III (Junior Officer Entry Level) – 16 Posts
Salary Scale: BTPS 1
Reports to: Head of Division
Contract type: Unspecified period of time

Primary Duties and Responsibilities;

- i. Participate in evaluating applications for banking licences and provide appropriate recommendations;
- ii. Evaluate banks proposals for prospective managers and board of directors and make necessary recommendations;
- iii. Periodically, prepare institutional profile of banks and financial institutions;
- iv. Participate on on-site examination and off-site surveillance of assigned banks and non-bank financial institutions;
- v. Provide inputs for preparations of periodic reports;
- vi. Provide advice in regard to profiling of banks and financial institutions;
- vii. Provide inputs for the development and review of laws, regulations, circulars and guidelines for banking institutions on various supervisory issues;
- viii. Conduct on-site examination and off-site surveillance of assigned banks and non-bank financial institutions and prepare relevant reports;
- ix. Prepare bank examination reports; participating in examination meetings and attending to queries related to the examination reports;
- x. Provide inputs in preparation of plan, budget and procurement as may be required;
- xi. Perform other related duties as may be assigned.

Education Qualifications required:

Holder of a Bachelor Degree in Accounting or its equivalent from a recognized Institution with at least Upper Second Class.

- 8. Position:** Financial Analyst III (Junior Officer Entry Level) – 5 Posts
Salary Scale: BTPS 1
Reports to: Head of Division
Contract type: Unspecified period of time

Primary Duties and Responsibilities;

- i. Develop predictive financial models to support organizational decision making;
- ii. Conduct financial forecasting;
- iii. Prepare and analyze financial reports;
- iv. Analyze data to identify trends and opportunities;
- v. Evaluate investment opportunities;
- vi. Evaluate capital expenditure and depreciation;
- vii. Provide financial insights for strategic planning;
- viii. Assess, measure and mitigate financial risks;
- ix. Conduct studies and research on various industry trends to inform decision making;
- x. Ensure compliance with relevant laws and regulations;
- xi. Provide inputs for development and review of policies, guidelines and procedures as shall be required;
- xii. Perform other related duties as may be assigned.

Education Qualifications required:

Holder of a Bachelor Degree in Finance, Accounting or its equivalent from a recognized Institution with at least Upper Second Class.

- 9. Position:** Civil Engineer I – 1 Post
Salary Scale: BTPS 3
Reports to: Head of Division
Contract type: Unspecified period of time

Primary Duties and Responsibilities;

- i. Prepare specifications and bill of quantities for capital projects and any other related works.
- ii. Process claims for contractors' and preparing payments certificates.

- iii. Provide inputs and participation in the preparation of specifications for civil works rehabilitation maintenance works.
- iv. Prepare works planning and schedules of construction activities within the division.
- v. Prepare regular and ad-hoc technical reports on systems performance, maintenance, repairs and spare parts usage.
- vi. Provide inputs and participate in the preparation of periodic reports.
- vii. Provide inputs and participate in the development and review of policies and procedures relating to divisional activities.
- viii. Carry out project site inspection and ensuring that works meet the predetermined quality and workmanship.
- ix. Comprehend relevant project designs, drawings, technical specifications, bills of quantities and site instructions and other contract documents necessary for reference when inspecting and commissioning completed works.
- x. Review and assess project deliverables completed by outsourced consultants and contractors.
- xi. Maintain accurate periodic records of project information on progress, quality, scope of work, cost status, work programme, safety issues and project risks.
- xii. Prepare routine project progress reports and submitting to head of division.
- xiii. Evaluate and processing payment of fee notes and constructor's interim certificate of payments.
- xiv. Conduct onsite inspection of existing Bank premises and preparing bills of quantities, technical specifications and bidding documents for maintenance projects.
- xv. Provide technical support and inputs required in procurement process for project resources.
- xvi. Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- i. Holder of a Bachelor of Science Degree in Civil Engineering from a recognized Institution with at least Upper Second Class.
- ii. Must be registered by Engineer's Registration Board (ERB) as a Professional Engineer.

- iii. Must have relevant work experience of at least six (6) years in civil engineer role in a recognized institution.

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| 10. Position: | Quantity Surveyor I – 1 Post |
| Salary Scale: | BTPS 3 |
| Reports to: | Head of Division |
| Contract type: | Unspecified period of time |

Primary Duties and Responsibilities;

- i. Assist in the evaluation of tenders for construction projects;
- ii. Prepare and analyse costing for construction and maintenance works;
- iii. Assist in preparation of tender documents for construction projects;
- iv. Measure and value work done on sites and provide appropriate recommendations;
- v. Assist in preparation of tender documents for construction projects;
- vi. Provide inputs in preparation of plan, budget and procurement as may be required;
- vii. Provide inputs for preparation of various reports;
- viii. Provide inputs for development and review of policies, guidelines and procedures as shall be required;
- ix. Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- i. Holder of a Bachelor of Science Degree in Quantity Surveying and Construction Economics and Bachelor of Science Degree in Quantity Surveying from a recognized institution with at least Upper Second Class.
- ii. Must be registered by the Architects and Quantity Surveyors Registration Board (AQSRB) under Professional Category.
- iii. Must have relevant work experience of at least six (6) years in quantity surveyor role in a recognized institution.

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| 11. Position: | Mechanical Technician III (Junior Officer Entry Level) – 1 Post |
| Salary Scale: | BTSS 1 |
| Reports to: | Head of Division |
| Contract type: | Unspecified period of time |

Primary Duties and Responsibilities;

- i. Monitor works done by artisans and ensure adherence to regulations, procedures and standards;
- ii. Assist in preparation of specifications and bill of quantities for capital projects in the Bank;
- iii. Assist in processing payment certificates/claims for service/goods providers;
- iv. Implement maintenance work in accordance with laid down routine and preventive maintenance procedures;
- v. Make periodical inspections on all systems and installations to identify areas needing attention;
- vi. Document processes and maintain mechanical service records;
- vii. Install and perform diagnostic tests on mechanical systems.
- viii. Provide inputs in preparation of plan, budget and procurement as may be required;
- ix. Provide inputs for preparation of various reports;
- x. Provide inputs for development and review of policies, guidelines and procedures as shall be required;
- xi. Perform other related duties as may be assigned.

Education Qualifications required:

Holder of Diploma in Mechanical Engineering or its equivalent from a recognized institution with at least upper second class.

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| 12. Position: | Transport Officer III (Junior Officer Entry Level) – 1 Post |
| Salary Scale: | BTPS 1 |
| Reports to: | Head of Division |
| Contract type: | Unspecified period of time |

Primary Duties and Responsibilities;

- i. Provide transport or facilitate transport for Bank employees and guests;
- ii. Prepare annual requirements specifications for motor vehicles and motor cycles in accordance with Bank’s transport policy and procurement plan;
- iii. Prepare purchase orders for repairs and spare parts for vehicles and motorcycles;
- iv. Schedule routes and usages of vehicles and motorcycles;
- v. Update Bank motor vehicle inventory and prepare fleet performance report;
- vi. Identify and consolidate list of motor vehicles and motorcycles that qualify for disposal in compliance with Bank financial regulations;
- vii. Coordinate provision of fuel and lubricants for motor vehicles and motorcycles;
- viii. Arrange for and supervise maintenance of motor vehicles and motorcycles;
- ix. Prepare requisitions for purchasing of spare parts and lubricants;
- x. Prepare periodic reports on maintenance of motor vehicles and motorcycles
- xi. Inspect log books, control fuel consumption and movement of motor vehicles and motorcycles;
- xii. Safe keep motor vehicles and motorcycles’ keys, fuel cards and registration cards;
- xiii. Provide inputs in preparation of plan, budget and procurement as may be required;
- xiv. Provide inputs for preparation of various reports;
- xv. Provide inputs for development and review of policies, guidelines and procedures as shall be required;
- xvi. Perform other related duties as may be assigned.

Education Qualifications required:

Holder of a Bachelor Degree in Logistics and Transport its equivalent from a recognized Institution with at least Upper Second Class

General Conditions:

- a) Applicants must attach an up-to-date Curriculum Vitae (CV) with phone numbers and reliable three (3) referees.
- b) Applicants should apply on the strength of the information given in this advertisement.
- c) Applicants must attach/upload the following:
 - i. Certified copies of transcripts and academic certificates.
 - ii. Certified copies of Professional Certifications from respective professional bodies (where applicable).
 - iii. Certified copies of birth certificate or proof of citizenship.
 - iv. A recent passport size photograph in recruitment portal.
- d) Testimonials, provisional results, statement of results and result slips of form IV and form VI results are strictly not accepted.
- e) Certificates from foreign examination bodies for ordinary (form IV) and advanced level (form VI) education should be verified by the National Examination Council of Tanzania (NECTA).
- f) Certificates from foreign Universities must be verified by Tanzania Commission for Universities (TCU) and National Council for Technical and Vocational Education Training (NACTVET).
- g) Applicants are required to **apply for one position only**. Applicants who will apply for **more than one position will be disqualified**.
- h) Applicants are required to disclose correct information in their applications. Giving false or incomplete information will lead to disqualification at any time during the recruitment process or after appointment.
- i) Successful candidate should be ready to work in any of the Bank of Tanzania Offices across the country.
- j) Submission of forged certificates or provision of false or misleading information at any time during the recruitment process shall lead to disciplinary measures.
- k) All applicants must be citizens of Tanzania with an age not above 45 years.
- l) **Successful candidates will be placed at positions as per indicated grades in the respective job advertisement regardless of relevant working experience possessed and, possession of qualification above minimum requirement in a given post.**
- m) All applications should be made through PO-PSRS Recruitment Portal, hard copies will not be accepted.

How to Apply:

- a) Signed application letter and attached relevant certificates should be addressed to:

**DEPUTY GOVERNOR,
ADMINISTRATION AND INTERNAL CONTROLS,
BANK OF TANZANIA,
2 MIRAMBO STREET,
P. O. BOX 2939,
11884 DAR ES SALAAM.**

- b) All the applications should be sent through recruitment portal <http://portal.ajira.go.tz/> (the same is found in the Public Service Recruitment Secretariat website).

Deadline for submission of applications shall be not later than 19th December 2024.