



## **EMPLOYMENT OPPORTUNITIES FOR STATE UNIVERSITY OF ZANZIBAR GRADUATES**

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 the BOT Academy, Mwanza.

1. **Position:** Bank Examiner (entry level) - 11 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:**

- Holder of a bachelor in Banking and Finance with at least an Upper Second Class grade.
- Candidates must be graduates for the year 2021 or 2022.

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

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 various reports related to banking and currency operations;
- 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) Initiate acquisition and printing of banknotes and coins;
- l) Facilitate distribution of currency to branches and safe custody centers;
- m) Handle destruction of punched soiled notes and defaced coins;
- n) Perform custodianship duties in the vaults;
- o) Perform other related duties as may be assigned.

**Education/Professional Qualifications required:**

- Holder of a bachelor in Banking and Finance with at least an Upper Second Class grade.
- Candidates must be graduates for the year 2021 or 2022.

- 3. Position:** Financial Analyst (entry level) – 9 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:**

- Holder of bachelor in Banking and Finance with at least an Upper Second Class grade.
- Candidates must be graduates for the year 2021 or 2022.

- ii. Certified copies of Degree, Postgraduate, Advanced Diploma or Ordinary Diploma certificates.
  - iii. Certified copies of transcripts of Degree, postgraduate, Advanced Diploma or Ordinary Diploma.
  - iv. Certified copies of Form IV and Form VI National Examination Certificates. Form IV and form VI results slips are strictly not acceptable;
  - v. Certified Professional Certifications from respective professional bodies.
  - vi. Certified Birth Certificate.
  - vii. One recent passport-size photograph.
- b) Applicants should indicate two reputable referees with their reliable contacts.
  - c) Certificates from foreign examination bodies for ordinary and advanced level education must be verified by the National Examination Council of Tanzania (NECTA).
  - d) Certificates from foreign Universities must be verified by Tanzania Commission for Universities (TCU).
  - e) Applicants are required to **apply for one position only**. Applicants who will apply for **more than one position will be disqualified**.
  - f) Applicants must indicate the position applied for on top of the envelope with the application letter.
  - g) 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 the appointment.
  - h) 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 and transcripts to the following address:

**Deputy Governor  
Administration and Internal Controls  
Bank of Tanzania  
2 Mirambo Street  
P. O. Box 2939  
11884 DAR ES SALAAM**

**Closing Date and Time:** 17<sup>th</sup> October, 2022 at 16.00 hours.