



## EMPLOYMENT OPPORTUNITIES

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.

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

### **Job Purpose:**

To execute accounting duties in accordance with accounting principles and standards.

### **Key Performance Areas:**

- Prepare, examine and analyse financial statements to assess accuracy, completeness and conformity to reporting standards;
- Monitor and review accounting entries and related system reports for accuracy and completeness;
- Resolve accounting entries discrepancies;
- Review and recommend International Financial Reporting Standards (IFRS) which are relevant to the Bank;
- Reconcile internal and intermediary accounts;
- Maintain accounting records and prepare accounts and management information;
- Provide advice and support to internal and external auditors in completing audits;
- Originate and verify payments;
- Perform other related duties as may be assigned.

### **Education/Professional Qualifications required:**

- Holder of a bachelor degree in accounting or equivalent qualifications from a recognized institution with at least an Upper Second Class grade.
- Professional certification in accounting (CPA (T) by the National Board of Accountants and Auditors or its equivalent.
- Candidate must be a fresh graduate or with relevant post-qualification working experience of not more than three years.

- Position:** Legal Officer (entry level) - 7 Posts  
**Reports to:** Head of Division  
**Contract type:** Permanent and Pensionable

**Job Purpose:**

To provide legal services and advice to management to facilitate compliance with the Act establishing the Bank, other legislation and its internal policies and regulations.

**Key Performance Areas:**

- a) Advise Management on approaches, options and consequences relating to conduct of affairs to ensure legal protection of the Bank's operations;
- b) Conduct investigation on disciplinary allegations against staff;
- c) Provide legal opinion and advice to Management on cases and on various legal issues that may arise from time to time;
- d) Assess adequacy of existing legal framework within which the Bank operates and advise management on appropriate action;
- e) Draft, review and update contracts and agreements relating to the operations of the Bank in collaboration with relevant parties and participate in negotiations where necessary;
- f) Initiate and facilitate mandatory registration of legal documents such as title deeds, trust deeds and other instruments;
- g) Follow up publication of subsidiary legislations relating to the Bank's activities in the Government Gazette;
- h) Provide secretarial services to Management committees as and when required;
- i) Advise Management on and interpret Bank's policies, regulations and procedures;
- j) Prepare legal briefs and contracts for negotiations with other parties on various issues;
- k) Provide support in safekeeping of legal documents and maintain confidentiality;
- l) Perform other related duties as may be assigned.

**Education/Professional Qualifications required:**

- Bachelor's degree in Law from recognized institution with at least an Upper Second Class grade.
- Professional certification from Law School of Tanganyika and registered as an Advocate of the High Court of Tanzania.
- Candidate must be a fresh graduate or with relevant post-qualification working experience of not more than three years.

3. **Position:** Driver - 9 Posts  
**Reports to:** Head of Division  
**Contract type:** Permanent and Pensionable

**Job Purpose:**

To carry out a range of motor vehicle driving duties and ensure passengers reach their destination safely and materials are delivered timely.

**Key Performance Areas:**

- a) Drive assigned vehicle in professional, safe and courteous manner;
- b) Assist passengers in and out of the vehicle;
- c) Keep the assigned vehicle clean;
- d) Maintain accurate and up-to-date records on vehicle maintenance, fuel consumption, incident or accident reports, vehicle condition reports and other relevant report;
- e) Perform minor maintenance tasks on assigned vehicle as required;
- f) Initiate a schedule for major or periodic vehicle maintenance with Transport Officer so as to minimize service interruption;
- g) Perform other related duties as may be assigned.

**Education/Professional Qualifications required:**

- Certificate of Secondary Education Examination with passes in English and Kiswahili.
- A valid Class C (Plain) Driving Licence.
- A driving Certificate from the National Institute of Transport (NIT) or Vocational Education Training Authority (VETA).
- Relevant post-qualification working experience of at least six years.

4. **Position:** Assistant Nursing Officer – 2 Posts  
**Reports to:** Head of Division  
**Contract type:** Permanent and Pensionable

**Job Purpose:**

To provide safe and professional nursing services to staff and specified members of their families.

**Key Performance Areas:**

- a) Assist the Medical Officer in attending to routine and emergency treatment.
- b) Dispense medicines and drugs and giving instructions on their use, as prescribed by the Medical Officer.
- c) Initiate requisition for medicines and other medical supplies.
- d) Supervise Ward Attendants and other support staff at the dispensary.
- e) Provide advice on family planning and other health matters to staff and their family members.
- f) Perform other related duties as may be assigned.

**Education/Professional Qualifications required:**

- Ordinary Diploma in Nursing from a recognized institution with at least an Upper Second Class grade;
- Must be registered with the Nurses and Midwives Council of Tanganyika (the registration must be active);
- Relevant post-qualification working experience of at least six years.

### **General Conditions:**

- a) Applicants working in the public service **must** apply through their current employers. Applications not meeting this condition will be rejected forthwith;
- b) Applicants must attach the following:
  - i. An up-to-date Curriculum Vitae (CV) with reliable contact address, emails and telephone numbers.
  - 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.
- c) Applicants should indicate two reputable referees with their reliable contacts.
- d) Certificates from foreign examination bodies for ordinary and advanced level education must be verified by the National Examination Council of Tanzania (NECTA).
- e) Certificates from foreign Universities must be verified by Tanzania Commission for Universities (TCU).
- f) Applicants are required to **apply for one position only**. Applicants who will apply for **more than one position will be disqualified**.
- g) Applicants must indicate the position applied for on top of the envelope with the application letter.
- h) 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.
- i) 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 andv Time: 17<sup>th</sup> October, 2022 at 16.00 hours.**