TRANSFER VACANCIES

The Bank of Tanzania, an equal opportunity employer and Tanzania's Central Bank is looking for suitably qualified **public servants** to fill the following vacancies 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:**   Senior Security Officer- 3 Posts
   Reports to: Head of Division
   Contract type: Permanent and Pensionable

   Job Purpose:

   To conduct investigations on various issues related to the Bank and the financial sector.

   Key Performance Areas:

a) Advice on internal security matters;

b) Gather and document all physical related evidence in the crime and fraud scene;

c) Receive and analyse all physical related evidence in the crime and fraud scene;

d) Conduct investigation on workplace crime and fraud and prepare factual reports;

e) Cooperate and make follow-up on investigation conducted by law enforcement agencies to which Bank is party or interested;

f) Take account of crime and fraud scenes through photographs and diagrams to form basis of investigation;

g) Obtain search and arrest warrants from relevant law enforcement agencies;

h) Follow-up investigations on workplace offences and prepare factual reports;

i) Performing other related duties as may be assigned.

Education/Professional Qualifications required:

- Holder of a Bachelor's Degree in Law enforcement or its equivalent from a recognized institution with at least an Upper Second Class grade.
- Relevant post-qualification working experience of not less than nine years.

2.	**Position:**	Senior IT Security Administrator - 3 Posts
	Reports to:	Head of Division
	Contract type:	Permanent and Pensionable

Job Purpose:

To assess IT security risks/threats in relation to business processes and functions and determine the impact on business in case of loss or failure of information systems.

Key Performance Areas:

a) Advice on information security policy, procedures, guidelines, standards and controls to secure information systems.
b) Assess security risks/threats in relation to business processes and functions and determine the impact on business in case of loss or failure of information systems.
c) Conduct audit on information systems security operations.
d) Monitor systems and network activities and report any suspicious or unauthorised activities in the systems.
e) Conduct training and security awareness programmes.
f) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Holder of a Bachelor's Degree in Information Security or its equivalent from a recognized institution with at least an Upper Second Class grade.
- Relevant post-qualification working experience of not less than nine years.

General Conditions:

a) Applicants must channel their application letters through their current employers, failure of which will lead to automatic disqualification.

b) Applicants must attach the following:

    a.i. An up-to-date Curriculum Vitae (CV) with reliable contact addresses, emails and telephone numbers.

    a.ii. Certified copies of Degree, Postgraduate, Advanced Diploma or Ordinary Diploma certificates.

    a.iii. Certified copies of transcripts of Degree, postgraduate, Advanced Diploma or Ordinary Diploma.

    a.iv. Certified copies of Form IV and Form VI National Examination Certificates. Form IV and form VI results slips are strictly not acceptable;

    a.v. Certified Professional Certifications from respective professional bodies.

    a.vi. Certified Birth Certificate.

    a.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 should 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) Applicants should indicate their willingness and commitment to cover the transfer cost as the transfer is considered to be self-initiated.

j) 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: 17th October, 2022 at 16.00 hours.