



EMPLOYMENT OPPORTUNITIES

The Bank of Tanzania, an equal opportunity employer and Tanzania's Central Bank is looking for suitably qualified 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:** Economist - 13 Posts
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To collect and analyse financial and economic data, advise the Bank on economic decisions and develop models for economic forecasting.

Key Performance Areas:

- a) Study, advise on or deal with various aspects of the economy comprising of production, prices, public finance, money and banking, international trade trends, and national debts;
- b) Compile, analyse and interpret economic data using statistical methods, tools and other techniques;
- c) Elaborate monetary, fiscal policies and external policies including balance of payments;
- d) Analyse the public debt, including preparation of external debt sustainability and analysis, and advise policy makers on both domestic and external debt strategy;
- e) Collaborate with the Ministry of Finance on all issues and policies regarding the public debt, negotiation for HIPC and Paris Club debt relief as well as monitor progress of the reduction following the completion point under the HIPC;
- f) Advise on economic policy and courses of action to be followed in the light of analyses of present and foreseen economic factors;
- g) Prepare economic papers for the Board of Directors of the Bank, reports and periodic publications including monthly economic bulletins, quarterly and annual reports;

- h) Prepare papers that might from time to time be requested by the Government or collaborate with economic ministries and agencies of the Government in preparing such reports;
- i) Perform other related duties as assigned.

Education/Professional Qualifications required:

- Holder of a Bachelor's Degree in Economics, Economics and Statistics or its equivalent from a recognized University with at least an Upper Second Class grade.
- Candidate must have relevant post-qualification working experience of not less than six years.

2. **Position:** Architectural Technologist - 1 Post
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To provide design services and supervise construction and maintenance works.

Key Performance Areas:

- a) Carry out regular inspections of works and review of designs prepared by the consultants/contractors to suit the Bank's requirements;
- b) Supervise site works and prepare progress reports;
- c) Take appropriate measures to ensure safety of Bank premises in accordance with set standards;
- d) Provide inputs and participate in the preparation bill of quantities for capital projects and any other related works;
- e) Provide inputs and participate in the preparation of specifications for civil works rehabilitation maintenance works;
- f) Prepare works planning and schedules of construction activities;
- g) Carry out project site inspection and ensure that works meet the predetermined quality and workmanship;
- h) Prepare regular and ad-hoc user requirements, designs, specifications and technical reports on maintenance and repair works;
- i) Provide inputs and participate in the preparation of periodic reports;
- j) Provide inputs and participate in the development and review of policies and procedures relating to divisional activities;
- k) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Holder of a Bachelor Degree of Technology in Architecture or its equivalent from a recognized institution with at least an Upper Second Class grade and

must be registered with the Architects and Quantity Surveyors Registration Board (AQRB).

- Candidate must have relevant post-qualification working experience of not less than six years.

- 3. Position:** Estate Officer (Valuer) - 1 Post
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To perform duties related to managing and up-keeping Bank's estates.

Key Performance Areas:

- a) Undertake valuation of Bank's estates for defined purpose and arrange for their insurance;
- b) Liaise with relevant institutions for property and asset registration;
- c) Facilitate acquisition of plots and title deeds for Bank properties;
- d) Conduct research into Bank's assets
- e) Update estates register and housing inventory.
- f) Prepare specifications and bill of quantities for repair and maintenance works.
- g) Draft lease agreements.
- h) Make follow-up and process payments of land rents and utility bills.
- i) Provide inputs for preparation of periodic reports relating to divisional/departmental activities.
- j) Prepare, update and maintain fixed asset registers for the Bank's estate properties;
- k) Record movement of furniture, equipment and machinery within and outside Bank's premises;
- l) Prepare periodic schedules for and supervise fumigation of Bank's premises;
- m) Conduct inspection of staff houses to confirm tenancy and maintain tenants' register.
- n) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Holder of a Bachelor Degree in Land Management and Valuation or its equivalent from a recognized University with at least an Upper Second Class grade.
- Candidate must have relevant working experience of not less than three years.

4. **Position:** Librarian - 1 Post
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To perform librarian duties, establish and implement library policies, procedures and oversee library operations.

Key Performance Areas:

- a) Conduct periodic surveys to determine the Bank's new requirements for books and library resources;
- b) Prepare library budget and initiate procurement of books and other publications;
- c) Classify, catalogue and index books and other publications;
- d) Mail Bank publications to registered users and maintain an up dated mailing list;
- e) Attend to employee book/publications borrowing needs;
- f) Collect and archive different publications and reports from government and non-governmental institutions for Bank use;
- g) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Holder of a Bachelor Degree in Library and Information Studies or its equivalent from a recognized institution with at least an Upper Second Class grade.
- Candidate must be a recent graduate with not more than three years of relevant post-qualification working experience.

5. **Position:** Personal Secretary - 8 Posts
Reports to: Head of Division
Contract type: Permanent and Pensionable

Job Purpose:

To provide secretarial services to Head of Department and administer office support functions.

Key Performance Areas:

- a) Provide administrative and office support to the Head of department including handling appointments and travel arrangements;
- b) Manage phone calls, fax and emails directed to the Head of Department;
- c) Attend to visitors/customers of the Head of department;

- d) Typing letters, memos, reports and other documents as required in a system automation environment;
- e) Handle files, documents (routine and confidential) including non-routine information appropriately;
- f) Assist with organizing meetings and planning official events;
- g) Operate and assist office staff in operating photocopier, scanner and other equipment;
- h) Make requisitions and maintaining inventory of office supplies and office equipment machinery;
- i) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Diploma in Secretarial studies from recognized institution with at least an Upper Second Class grade.
- Certificate of secondary education examination with passes in English and Kiswahili.
- Must have shorthand, hatimkato, 100wpm, as well as typing speed 50 wpm.
- Candidate must be a recent graduate with not more than three years of relevant post-qualification working experience.

6. **Position:** Driver - 3 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.

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 addresses, 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 and Time: 16th June, 2023 at 16.00 hours.