



VISIONFUND TANZANIA MICROFINANCE BANK LTD

VACANCIES

VisionFund Tanzania Microfinance Bank Ltd (VFT MFB) formerly known as SEDA is a fast growing and reputable Micro Finance Bank (MFB), has a loan book of more than TZS 29 billion and more than 30,000 customer base, more that 5,000 of them being small holder farmers. VFT-MFB is seeking to employ a dynamic and committed Tanzanian young men & women who have passion for people's economic development to fill in the vacant position detailed here below;

Work reference no. 005/2023

POSITION: ADMINISTRATION OFFICER

Reporting to: Administration and Security Manager

Responsibility:

- Assists the Administration and Security Manager in all matters pertaining to administration, procurement and security of the HQ and Branches.

Main tasks

- Be part of the procurement committee as secretary of the committee.

- Offer award letters to successful suppliers.
- Ensure Blocked Party screening of the suppliers in the Bank.
- Ensure monitoring of suppliers and their performance.
- Review and updating of the Security Policy
- Ensure regular Training to staff on security matters.
- Assess VFT offices to identify gaps related to Physical security
- Assess the effectiveness of security devices installed at all VFT offices and report the gap to the Head of Risk and Compliance department
- Coordinates the compilations and printing of institutions' Newsletters.
- Oversee Maintenance of Printers, scanners and other office equipment.
- Assists printing and compilation of Board papers
- Attends visitors – arranging for travelling, visa, and permits
- Ensures that all the insurance policies are maintained and updated
- Ensures maintenance and update of tenancy agreements.
- Make meeting arrangements – venue, refreshments and stationaries.
- Ensure availability of office supplies.
- Ensure cleanliness of HQ and Branches.
- Ensure compliance to OSHA requirements.
- Manage Branch and Branch Leases.

Education/Experience

- BA in Commerce, Economics or Business Administration.
- Must have a clear understanding of micro finance industry or banking and technology

- Very good knowledge and comfort dealing with financial information
- Very good analytical & reporting skills
- 2 years' administration work experience with Microfinance
- Proficient in Microsoft office application
- Be a good leader
- Very good communication and marketing skills (both written and verbal)
- Model and demonstrate effective Christian leadership and able to lead daily devotions.

Special / Personal Abilities

- Excellent character and unquestionable integrity
- Willingness and ability to efficiently work in a team
- Good oral and written communication skills
- Must be a self-starter, highly motivated, organized, and detail-oriented
- Model and demonstrates effective Christian leadership
- Good knowledge on economic and financial topics and sufficient experience in the loan business of VFT-MFB is added advantage

Mode of Application:

Interested and suitably qualified individuals should forward their application letter, attaching copies of their academic and professional certificates; detailed CV's with three referees to; vftHRstaff@vftz.co.tz

The position should be the subject of the email application.

OR; through the postal address below:

The Chief Executive Officer,

VisionFund Tanzania Microfinance Bank Limited,

P.O. Box 1546,

Arusha, TANZANIA.

The application should reach the undersigned not later than **12th May 2023.**