



## **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 30 billion and more than 40,000 customer base, more than 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;

### **1. JOB TITLE: Administration Assistant – Record Management**

**Work reference no. 009/2023**

**Supervisor:** – Administration and Security Manager

#### **Responsibility:**

- Safeguard the Bank's institutional memory and to ensure the management of all archives, including documents of historical value and vital documents of the Bank.

#### **Main tasks**

- Archival processing: safeguarding, filing, archival description, sorting, destruction, establishing inventory and the archive directory
- Coordinate with services that produce documents to be archived: advice, awareness-raising, training, development of payment procedures, internal use of information:
- Physical records management and administrative management of the Archives Section
- Communication of archived information and documents:
- Storage of electronic archives

## **Education/Experience**

- Hold at least a degree in one of the following fields: Archival, Information Science or any other related fields; possess in-depth knowledge and practice in archival management; a qualification or knowledge of the law would be an added advantage.
- Experience with Banking/Financial Institution operation,
- Ability to cooperate, with authority, with other units of the Bank.
- Ability to work in a team, strong organizational skills and a meticulous work.
- Ability to communicate effectively in both written and spoken English or French with a good working knowledge of the other language.
- Proficiency in standard Microsoft software (Word, Excel, Access, Power Point)

## **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

## **2. JOB TITLE: Senior Risk Officer**

**Work reference no. 007/2023**

**Supervisor:** – Head of Risk and Compliance

### **Responsibility:**

- The purpose of this role is to establish, implement and enforce a robust bank wide Risk Management Framework and systems covering Legal and regulatory. Ensure risks facing the Banks are mitigated to enable the execution of the Banking Business Strategy.

### **Main tasks**

- Design methodology for the overall risk management process for VisionFund Tanzania

- Analysis of current risks practices for identification of potential risks that may affect the bank operations as well as its employees and other stakeholders
- Determine the risk appetite of the bank
- Present of risk execution plans and evidenced reporting
- Availability of updated risk register
- Improved understanding of risk and compliance issues at the corporate level

### **Education/Experience**

- University degree in Law, Business Management, Accounting, Banking or related disciplines with experience in Enterprise Risk Management.
- Experience with Banking/Financial Institution operation,
- Enterprise risk management
- Understanding of risk impact of money laundering to economy and financial systems
- Strong analytical skills, paying careful attention to detail, and also have an investigation mindset.

### **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

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### **3. JOB TITLE: Field Officer Supervisor**

**Work reference no. 008/2023**

**Reporting to:** FAST Product Manager

#### **Responsibility:**

1. Setting/Agreeing targets with Field officers
2. Agreeing daily activity plan with Field officer
3. Monitor Field Officer Performance on regular basis.
4. Continuously coach and train FOs.

#### **Main tasks;**

- Staff recruitment and Training
- Proper implementation of the FAST project for meeting the expected impact outcomes
- Efficiency and harmony among stakeholders of the FAST project
- Real time and reliable information made available for different stakeholders
- Real time and reliable information made available for different stakeholders
- Understanding the outcomes of the FAST project and to know the areas of improvement

#### **Education/Experience; -**

1. Bachelor degree in any of;
  1. Rural development,

2. Sales and Marketing,
  3. Business Administration, Economics
  4. Community development
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2. Ability to work in remote areas
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1. Have a valid motor cycle driving license
  2. Solid understanding on Village Saving and Lending system
  3. Must be fluent in English
  4. Excellent knowledge of MS Office

### **Special / Personal Abilities**

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### **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](mailto: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 **29<sup>th</sup> September 2023.**