



JOB TITLE: Branch Administrator and IT Support

Selcom Microfinance Bank Tanzania is currently looking for a confident and self-motivated individual to fill a position of Branch Administrator and IT Support at Tabora Branch. This is an excellent career opportunity for individuals. A competitive remuneration package will be offered in line with the salary structure of the Bank.

Responsibilities:

1. Documentation of problems, work activities, configuration data (system data) and maintaining of pc working knowledge
 2. Ensure and maintain internal I.T. security as it relates to restricted user access to network files and folders, password complexity of user, general IT security guidelines
 3. Awareness of the Administration manual and use it as the guidance on daily activities
 4. Ensure awareness of functioning of Fire alarms, Motion detection and panic button and organize testing quarterly and ensure that branch employees are aware of the alarm systems and are ready to use/or react to them when needed
 5. Ensure re-order level in order to make sure that all items are available and services are not affected by lack of stock.
 6. Administer CCTV through making sure that: 1. Images are of good quality 2. Can be retrieved on demand 3. Back-up for up to one year are available.
- Ensure that documentation of all fixed asset in the branch and their exact locations
7. Ensure petty cash procedures are followed and keeps proper records for all petty cash usage
 8. Supervises and see that servicing of A/C (quarterly), fire extinguisher and fumigation (twice a year) are done as required, and record are kept properly

Installs, modifies, and makes repairs to microcomputer hardware and software systems and provides technical assistance to end users in operation of hardware and software

Requirements and Baseline Skills:

1. At least a degree in Computer Engineering, Computer Science, Information Technology.
2. Minimum one-year experience in a directly related position
3. CompTIA A+ will be added advantage
4. Knowledge of Software Office 2013, 2026, 2019 (incl. outlook mail client), operating systems (e.g. Windows 10, 11), Browser (e.g. Internet Explorer) and other Microsoft applications
5. Knowledge on PC and server hardware (system with all peripheral equipment including but not limited to laptops, notebooks and printers)
6. Evidence of a willingness to take responsibility and work on own initiative
7. Flexibility and operational readiness
8. Openness to IT and business processes
9. Communicative personality (good written and verbal communication skills)
10. Ability to prioritize and meet deadlines consistently and petty cash reconciliation
11. Branch supervision and act as a liaison between head office & branch

Application:

Application should be lodged by way of sending a cover letter, copies of academic certificates and CV to the Human Resources Department through career@smfb.co.tz latest date for application is 19th July, 2024.

Selcom Microfinance Bank Tanzania is an equal opportunities employer