



Bank of Baroda (Tanzania) Limited

Advertisement for Job

Bank of Baroda, a leading nationalized bank in India is an international bank. The Bank of Baroda has worldwide presence by way 8243 branches in India and 96 branches/offices at overseas Centre. It is one of the largest banks in India. Bank of Baroda (Tanzania) Limited is fully owned subsidiary of Bank of Baroda.

As part of the expansion program bank is looking for **Manager Compliance** for its operations in Tanzania. Presently the Bank has branches in Dar es Salaam, Arusha, Kariakoo and Mwanza.

The Bank is providing full-fledged banking operations and serving the people in all walks of life. The bank is financing businessman, traders, manufacturers, retailers, individuals, employees of well-established companies, institutions, government departments, SMEs etc. In addition to other Banking Services.

JOB OPPORTUNITY

1. Position and no of vacancies: **Manager Compliance -01**

2. Major responsibilities shall include:

- Overseeing Compliance department /function of the bank.
- Perform Compliance risk assessments and reviews to ensure compliance with applicable laws and regulations.
- Monitor changes in legislation and advise management of necessary compliance measures.
- Develop and implement policies and procedures to ensure compliance with relevant regulations.
- Provide training to staff on areas such as KYC, anti-money laundering and other important issues.
- Monitoring of timely submission of regulatory returns and reports
- Liaise with the relevant external bodies to ensure the bank's compliance with regulations
- Conduct internal investigations into compliance issues
- Keep up to date with legal and regulatory developments
- Identify potential compliance risks and take appropriate measures to mitigate them
- Ensuring bank has effective systems, procedures and controls for compliance with requirements and standards under the regulatory system, including risk management, governance, Anti-Money Laundering and Data Protection
- Reporting to the Bank's Management regarding all compliance issues/matters.
- Preparing and presenting clear and concise compliance reports to the Board.
- Maintaining effective relationship with regulatory bodies.
- Ensuring all notification and reporting requirements are met.



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- Developing the annual compliance work plan that reflects the organization's unique characteristics. - Periodically revising the compliance plan in light of changes.
- Overseeing and monitoring the implementation of the compliance program.
- Maintenance of documented and effective compliance procedures consistent with internal standards, business goals and attitude to risk.
- Interacting with regulators on compliance issues.
- Coordinating efforts related to audits, reviews, and examinations.
- Independently investigating and acting on matters related to compliance.
- Monitoring external review processes.

3. Qualifications and Experience:

- 1) Candidate shall have minimum qualification of Graduate in one of the following disciplines: CPA (T)/MBA (Finance). Candidates with higher qualifications may also apply and due weightage will be given for the same.
- 2) Candidate shall possess the in-depth knowledge about banking industry regulations/guidelines.
- 3) Candidate shall have preferably 05 years of experience in Banking at supervisory level in Compliance department/function.
- 4) Candidates shall have Strong analytical ability; excellent communication skills; outstanding organizational and leadership skills; Problem-solving aptitude.
- 5) Candidate is expected to plan, organize, lead and control the daily work of Compliance Department of the Bank.

Please note the following:

- a. Candidates holding Local Citizenship i.e. Tanzanian Nationality and qualifying with above mentioned eligibility criteria regarding qualification and experience only can apply for the requested Job opportunity.
- b. The period of Training/Internship will not be considered as Experience for eligibility purpose.
- c. Above number of vacancies may increase or decrease depending on requirement of Bank.
- d. The management reserves the rights of shortlisting and only shortlisted candidates will be contacted for an interview in person.
- e. The recruitment is also subject to vetting/approval by competent/regulatory authorities if required.
- f. The management also reserves the rights to cancel this recruitment exercise at any point of time if required.
- g. Remuneration: Successful candidates shall receive a competitive salary and other benefits in accordance with the status of the bank in the industry.
- h. Mode of Application, Candidates who meet the required qualification and experience shall apply in writing accompanied by Application Form (as per format enclosed below), Curriculum Vitae (CV) and a passport size



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photograph and copies of all supporting documents related to academic qualification and work experience, providing postal as well as E-mail addresses and telephone numbers. In addition, they shall provide names and postal and E-mail addresses of two referees who will be contacted to furnish confidential reports to successful candidates to the following address **not later than 30/11/2024 before 5.00 P.M. (East African Time).**

Managing Director

Bank of Baroda (Tanzania) Limited.

Address: Plot no.149/32, Ohio/Sokoine Drive, P O Box No.5356, Dar es Salaam, TANZANIA Phone no: +255 22 2124472/87, 2124461 (CM), Fax: +255 22 2124457

Email: admin.tanzania@bankofbaroda.com, Website: www.bankofbaroda.co.tz

- i. Application received from other modes and after cutoff date and time will not be accepted.
- j. Incomplete Applications without all enclosures will not be entertained.



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(PLEASE FILL THE FORM IN CAPITAL LETTERS ONLY)

APPLICATION FORM FOR EMPLOYMENT

A. Personal Information:		PHOTOGRAPH
1. NAME		
2. DATE OF BIRTH		
3. GENDER		
4. NATIONALITY		
5. NIDA NUMBER		
6. MARITAL STATUS		
7. NUMBER OF DEPENDENTS		
8. EMAIL ADDRESS		
9. MOBILE NUMBER		
10. PHYSICAL ADDRESS		
11. PERMANENT ADDRESS		

B. EDUCATIONAL BACKGROUND: (starting from the latest)			
SCHOOL/COLLEGE/UNIVERSITY	COURSE NAME/LEVEL	PASSING YEAR	SCORE/RATING

C. WORK EXPERIENCE: (starting from the latest)			
COMPANY NAME	PERIOD	POSITION	REASON FOR LEAVING

D. OTHER DETAILS	
LANGUAGES :(WHICH YOU CAN READ, WRITE AND SPEAK ONLY)	
MAJOR SKILLS (MENTION NAME OF AREA OF EXPERTISE ONLY. FOR EX: BANKING OPERATIONS, CREDIT ETC.	
ANY CREDIT DEFAULT IN PAST	
DO YOU HAVE ANY CRITICAL DISEASE (IF YES PLEASE MENTION)	
OTHER IMPORTANT INFORMATION (IF ANY)	

Declaration: I certify that the information contained in this application is accurate and correct. I understand that any omission or erroneous may be ground for rejection/dismissal.

SIGNATURE:

Date:

Note: Please enclose your Curriculum Vitae (CV), a passport size photograph and copies of all supporting documents related to academic qualification and work experience