



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. 44 billion and more than 60,000 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. 17/24

Position: Performance and Training Manager

Reporting to: Head of People, Culture and Administration.

Responsibility:

- Oversee Performance management of the organization to ensure quality FY strategy aligned goal setting for all staff, timely and quality periodic appraisals of the
- Oversee and guide Line Managers consequence management for
- Oversee recognition and incentives for
- Coach Managers and staff on all matters relating to Performance
- Analysis of trends in performance and recommend action plans to
- Ensures optimal utilization of performance management
- Periodic evaluation of the effectiveness of the existing performance management system and making necessary changes/adjustments.
- Oversee Learning and development for all Conduct competence assessments to identify competences required for each role and assess current gaps for learning/training interventions. Conduct learning needs assessment for the organization and create the annual learning & development calendar and monitor implementation. Propose and oversee the training budget. Conduct pre and post learning assessments.

Main tasks:

- Ensure quality FY strategy aligned goal setting for all staff, timely and quality periodic appraisals of the
- Guide Line Managers consequence management for underperformance through Performance Improvement plans (PIPs).
- Oversee recognition and incentives based on
- Coach Managers and staff on all matters relating to Performance
- Analysis of trends in performance and recommend action plans to
- Ensures optimal utilization of performance management
- Oversee Learning and development for all
- Conduct competence assessments to identify competences required for each role and assess current gaps for learning/training
- Conduct learning needs assessment for the organization and create the annual learning & development calendar and monitor
- Propose and oversee the training
- Conduct pre and post learning assessments to ensure learning aha taken
- Assist in the coordination of strategic and operational activities within the organisation including project support, collation of information, reporting and data analysis
- Attends Regional Managers meetings
- Provide support to the Management in achieving the organizational Strategic Plan including reviewing performance against the strategic objectives and tracking of the organization's work plan by division
- Ensure periodic all staff recognition events to promote employee engagement and motivation for performance in building as high performance
- Administer incentives and rewards in recognition of
- Oversee succession planning for management and critical roles and implement learning and non- learning interventions for identified
- Responsible for ensuring the collection, reporting and analysis of all organizational information relating to performance and quality
- Develop and prepare business performance dashboards and analysis

Requirements:

1. Bachelor Degree in Human Resource Management or Business Administration or related
2. Master's in Business Administration (HRM) is an
3. Very good knowledge of oral & written
4. Very good analytical & reporting
5. At least 5 years' experience in People and Culture

Other attributes:

1. Good knowledge of VFT, WV &VFI
2. Determined personality with initiative, perseverance and the ability to motivate and manage a team
3. Proficient in Microsoft office application

4. Excellent trainer, facilitator, mentor and
5. Self-motivated and directed, with keen attention to detail
6. Must be a self-starter, highly motivated, organized, and detail-oriented
7. Experience working in a team-oriented, collaborative environment
8. Capacity & willingness to take responsibility and develop sense of rectitude
9. Familiar with Core
10. Models and demonstrates effective Christian leadership and able to lead daily

About our working environment & organization culture:

VisionFund Tanzania Microfinance Bank has a calm and harmonious working environment where staffs are highly valued. Good work is recognized and rewarded accordingly and there is an opportunity to grow professionally and spiritually.

VisionFund Tanzania Microfinance Bank takes our Safeguarding responsibilities seriously and is committed to providing an environment that is safe from harm or abuse for adults, including clients, as well as children. Candidates will undergo criminal record and background/ reference check prior to employment.

Female applicants are particularly encouraged to apply!!

Mode of Application:

Interested and suitably qualified individuals should;

1. Forward their application letter, attaching certified copies of their academic and professional certificates, detailed CV's with three referees and National ID to application@vftz.co.tz
2. All applications should be addressed to;

The Chief Executive Officer,

VisionFund Tanzania Microfinance Bank Limited

P.O. Box 1546, Arusha, TANZANIA.

3. The position should be the subject of the email
4. The deadline for the application is on 29th November,

N.B. Only short-listed candidates will be contacted.

Disclaimer

VisionFund Tanzania Microfinance Bank would like to inform the general public that it has not engaged any consultant/agent to conduct recruitment on its behalf.