

JOB DESCRIPTION – OPERATIONS OFFICER

Company Background

Tanzania Securities LTD is licensed by the Capital Markets and Securities Authority of Tanzania (CMSA) as a broker-dealer and investment adviser. TSL is also a Licensed Dealing Member (LDM) of the Dar es Salaam Stock Exchange (DSE) and is an approved primary and secondary dealer of Government Securities which include Treasury Bills and Treasury Bonds. Tanzania Securities is a registered Central Depository Participant (CDP) of the Bank of Tanzania.

Job Summary:

The aim of Operations Officer (OO) is to ensure operational excellence, process improvement, risk management within the organization and serving customers in all operational issues ensuring regulatory compliance and participating in all new product developments.

Key Responsibilities:

- Manage the processing of all financial transactions related to trading, brokerage, investment and advisory business activities including bank instructions, fee deduction etc. ensuring validity and correlation between client agreements, transactions and documentation.
- Timely preparation of transactions settlements and share with Finance for execution
- Monitor investor maturities and ensure the timely and accurate execution of client instructions.
- Manage the dealing sheet ensuring accurate review and reposting of expired orders.
- Monitor and reconcile all business transactions and align with Finance on the same.
- Prepare and distribute operational reports to management, Finance, and other stakeholders.
- Maintain respective registers ensuring accurate and relevant information at all times
- Open internal, CSD and CDS accounts for clients ensuring KYC compliance.
- Prepare daily reports summarizing key metrics and share it with relevant business units.
- Process client requests being selling & buying of securities, investment instructions, statements, contract notes, certificates, account updating etc.
- Monitor customer feedback and complaints and address them promptly and effectively.
- Develop and maintain efficient operational procedures and controls to manage risks and ensure compliance with regulatory requirements and internal policies.
- Develop and implement new operational procedures and controls to enhance the overall performance of the team.
- Monitor and analyze operational risks associated with investment, trading and advisory activities.
- Report risk (actual and near miss) to Operations, Business and Risk leadership.
- Collaborate within the organization to streamline processes and resolve operational issues.
- Manage and optimize the use of technology systems and platforms to enhance operational efficiency and productivity.



Stock Brokers | Investment Advisors | Fund Managers

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- Participating in various projects and initiatives related to new products, services, or market trends.
- Provide guidance, training, and mentorship to team members.
- Act on any other directives from time to time.

Required Skills/Ability /Competencies:

- Excellent interpersonal and communication skills
- Critical thinking and problem-solving skills
- Excellent Analytical skills
- Strong Negotiation and presentation skills
- Proficient with Microsoft Office Packages

Qualifications & Experience

- Bachelor's Degree in Finance, Accounting, or related field.
- 3 - 5 years' experience managing clearance and settlements of trades
- General understanding of broker-dealer relationships
- A team player with a good attitude and flexibility in their time commitment to the job
- Highly motivated and persistent individual, with a proven ability to take initiative and work independently and within a team environment
- A holder of Investment Operations Certificate or related qualifications
- Possessing a certificate of Securities Investment & Trading will be an added advantage

Mode of Application

Kindly apply through the following link <https://forms.gle/sfUDvZghSGpiVybT6>, not later than **31st December 2024**. Only shortlisted candidates will be contacted.

Female candidates are highly encouraged to apply.