



THE PEOPLE'S BANK OF ZANZIBAR LIMITED

VACANCIES

The PBZ Bank has vacant positions which need to be filled immediately by suitably qualified Tanzanians. Particulars related to the position are as follows:

DUTY STATION: UNGUJA

1.0 POST: TELLER (4) Posts - (Unguja)

1.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

1.2 REQUIRED QUALIFICATIONS

1. Degree in Banking, Commerce, or Economics, or Business Administration, or Advanced Diploma in Banking or equivalent qualifications.
2. Computer literacy and applications in windows, and other packages.
3. Age should not be above 35 years.

1.3 MAIN DUTIES & RESPONSIBILITIES

1. Receive cash and verify the amount and genuineness of notes received in the presence of the customer before posting.
2. Balance cash account after day's work.
3. Perform teller's duties with speed and accuracy.
4. Make payment to customers upon request and after receiving proper documentation as per the bank's procedures
5. Perform other related duties as may be assigned from time to time by the supervisor.

2.0 POST: BANK OPERATIONS OFFICER (6) Posts (Unguja)

2.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

2.2 REQUIRED QUALIFICATIONS:

1. Degree in Banking, Commerce, or Economics, or Business Administration, or Advanced Diploma in Banking or equivalent qualifications.
2. Computer literacy and applications in windows, and other packages.
3. Age should not be above 35 years.

2.3 MAIN DUTIES AND RESPONSIBILITIES:

1. Check entries in registers, completed forms, documents, journals and ledgers relating to customer accounts, in-house accounts and other accounts certifying to that effect.
2. Ensure correctness in posting of transactions.

3. Attend to customers queries
4. Perform other related duties as may be assigned from time to time by the supervisor.

3.0 POST: ADMINISTRATION OFFICER (OFFICE & RECORDS MANAGEMENT) (1) Posts (Unguja)

3.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

3.2 REQUIRED QUALIFICATIONS:

1. Degree in Human Resources, Business Administration, Public Administration or related social sciences.
2. Diploma in Records Management from a recognized Institution.
3. Proficiency in written and spoken English and Kiswahili.
4. Computer literacy and applications.
5. Work experience of at least four years in records management.

4.3 MAIN DUTIES AND RESPONSIBILITIES:

1. Search, locate and deliver documents and files to officers.
2. Keep record of file movements and correspondences.
3. Safe custody of files, mails and staff records in the files.
4. Open new files as may be required by users.
5. File mail and documents according to standard registry and office management procedures.
6. Collect in-coming mail bag from Post Office.
7. Sign and collect registered mail from Post Office.
8. Ensure incoming mail is delivered to the addressees.
9. Perform any other related duties as may be assigned from time to time by Supervisor.

5.0 POST: CUSTOMER SERVICES OFFICER (Islamic Banking) (2) Posts (Unguja)

5.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

5.2 REQUIRED QUALIFICATION

1. Degree in Banking, Commerce, or Economics, or Business Administration, or Advanced Diploma in Banking or equivalent qualifications.
2. Computer literacy and applications in windows, and other packages.
3. Age should not be above 35 years.

5.3 MAIN DUTIES AND RESPONSIBILITIES:

1. Attend to customer enquiries promptly and courteously.
2. Examine customer cheques, and other customer instruments presented for payment in order to ascertain their accuracy and authenticity before payment authorization.
3. Open new customer accounts by following the laid down account opening procedures.
4. Perform other related duties as may be assigned from time to time by the supervisor.

6.0 POST: ESTATE AND FACILITIES MANAGEMENT (1) Post (Unguja)

6.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

6.2 REQUIRED QUALIFICATION

1. Degree Civil Engineering, electric engineering, building economic or equivalent from recognized University or institution.
2. Basic computer literacy.
3. Age should not be above 35 years.

6.3 MAIN DUTIES AND RESPONSIBILITIES

1. Arrange acquisition of title deeds for acquired bank properties
2. Management of leased properties and lease payment.
3. Building maintenance and supervision of maintenance technician and preparation of preventive maintenance reports
4. Process and payment of utility bills and other property expenses
5. Management of fixed assets valuation, disposal stocktaking including report writing for the same
6. Supervision of construction projects
7. Management of Insurance of Bank assets and leased properties
8. Transport, transportation and logistics management for Bank staff and official guests
9. Management of outsourced contracts and supervision of service deliveries from service providers

7.0 POST: PROCUREMENT OFFICER (1) Post (Unguja)

7.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

7.2 REQUIRED QUALIFICATION

1. Degree in Procurement and Supply Management from a recognized University or institution.
2. Knowledge in Risk is an added advantage
3. Basic computer literacy.
4. Age should not be above 35 years.

7.3 MAIN DUTIES AND RESPONSIBILITIES

1. Ensure that an efficient purchasing and stores management system is maintained in the bank.
2. Determine items of goods and stores to be stocked.
3. Program stock control, buying and storage system related procedures.
4. Establish relevant manual of purchasing/stores policies, procedures and operations.
5. Handle all clearing and forwarding related matters.
6. Assist in the preparation of budget for the section.
7. Plan and control inventories.
8. Review and update policies pertaining to purchasing/stores management.

9. Ensure that the performance of stock control is sufficient and economic levels of stocks are maintained.

8.0 POST: FINANCE OFFICER (1) Post (Unguja)

8.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

8.2 REQUIRED QUALIFICATIONS

1. Holder of Degree or Advanced Diploma in Tax Management or equivalent qualifications obtained from recognized Institutions.
2. CPA is an added advantage.
3. Age should not be above 35 years.

8.3 MAIN DUTIES AND RESPONSIBILITIES:

1. Handle tax issues.
2. Compile and consolidate budget proposals from Head Office departments and Branches.
3. Prepare monthly reports for submission to BOT.
4. Perform any other financial accounting related duties and responsibilities as may be assigned by the Supervisor.

9.0 POST: AUDITOR (2) Post (Unguja)

9.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

9.2 REQUIRED QUALIFICATIONS

1. University degree or Advanced Diploma in Accountancy, Finance, Banking, Business Administration or Computer Science or equivalent qualification
2. Relevant computer literacy in Spreadsheet and Data Base.
3. Age should not be above 35 years.
4. Report anomalies found in various reports to the management or Board of Directors as the procedures may require.

9.3 MAIN DUTIES AND RESPONSIBILITIES:

1. Carry out routine and surprise audit assignments.
2. Carry out approved audit work programs.
3. Go through various Bank reports with a view to identify errors or anomalies and ensure that they are timely corrected or attended by respective staff.
4. Perform other related duties as may be assigned from time to time by the supervisor.

10.0 POST: CREDIT OFFICER (4) Posts (Unguja)

10.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

10.2 REQUIRED QUALIFICATIONS

1. University degree or Advanced Diploma in Accountancy, or equivalent qualifications obtained from recognized Institutions.
2. Computer literacy in MS Office, Word Processing, Spreadsheet and Data Base.
3. Age should not be above 35 years.

10.3 MAIN DUTIES AND RESPONSIBILITIES:

1. Provide applicants' with information on the bank's credit facility, procedures and regulations to customers intending to apply for credit/loan.
2. Scrutinize loan appraisals and analyze credit information make a general assessment of customer's credit-worthiness.
3. Process credit/loan for successful applicants; recommend interest and other fees from borrowing accounts and ensuring that all collaterals and other required documentation for the borrowing accounts are perfected.
4. Monitor and maintain close relationship with the already borrowing customers to reduce delinquency rates.
5. Perform other related duties as may be assigned from time to time by the supervisor.

11.0. TRAINING OFFICER (1) Post (Unguja)

11.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

11.2 REQUIRED QUALIFICATIONS

1. Bachelor's Degree in Human Resource Management, Business Administration, Public Administration or Social Sciences.
2. Knowledge in Risk is an added advantage
3. Basic computer literacy.
4. Age should not be above 35 years.

11.3 MAIN DUTIES AND RESPONSIBILITIES

1. Assisting the Senior Personnel/Training Officer in reviewing applications for Head Office and Branches vacant posts, preparing shortlists and arranging for interviews.
2. Preparing offers of appointments for successful candidates and confirmations at successful end of probation; letters of transfers and changes of salary due to promotions/demotions or new appointments.
3. Recording personnel details, filling and ensuring proper maintenance of personal employee open and confidential files.
4. Collecting, compiling and analyzing work-force statistical data for work-force planning purposes.
5. Processing staff benefit entitlements, loan and advances as per approvals.

12.0 POST: PERSONNEL MANAGEMENT OFFICER (1) Post (Unguja)

12.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

12.2 REQUIRED QUALIFICATIONS

1. Bachelor Degree in Human Resources or equivalent from recognized University or institution.
2. Working experience is an added advantage.
3. Basic computer literacy.
4. Age should not be above 35 years.

12.3 MAIN DUTIES AND RESPONSIBILITIES:

1. Conducting job analyses.
2. Planning personnel needs and recruitment.
3. Selection the right people for the job
4. Orienting and training.
5. Determining and managing wages and salaries.
6. Appraising performance
7. Resolving disputes.
8. Communicating with all employees at all levels..
9. Perform other related duties as may be assigned from time to time by the supervisor.

DUTY STATION: PEMBA

1.0 POST: TELLER (3) Posts - (Pemba)

1.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

1.2 REQUIRED QUALIFICATIONS

1. Degree in Banking, Commerce, or Economics, or Business Administration, or Advanced Diploma in Banking or equivalent qualifications.
2. Computer literacy and applications in windows, and other packages.
3. Age should not be above 35 years.

1.3 MAIN DUTIES & RESPONSIBILITIES

1. Receive cash and verify the amount and genuineness of notes received in the presence of the customer before posting.
2. Balance cash account after day's work.
3. Perform teller's duties with speed and accuracy.

- 4 Make payment to customers upon request and after receiving proper documentation as per the bank's procedures
- 5 Perform other related duties as may be assigned from time to time by the supervisor.

2.0 POST: BANK OPERATIONS OFFICER (2) Posts (Pemba)

2.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

2.2 REQUIRED QUALIFICATIONS:

1. Degree in Banking, Commerce, or Economics, or Business Administration, or Advanced Diploma in Banking or equivalent qualifications.
2. Computer literacy and applications in windows, and other packages.
3. Age should not be above 35 years.

2.3 MAIN DUTIES AND RESPONSIBILITIES:

1. Check entries in registers, completed forms, documents, journals and ledgers relating to customer accounts, in-house accounts and other accounts certifying to that effect.
2. Ensure correctness in posting of transactions.
3. Attend to customers queries
4. Perform other related duties as may be assigned from time to time by the supervisor.

3.0 POST: CUSTOMER SERVICES OFFICER (Islamic Banking) (1) Post (Pemba)

3.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

3.2 REQUIRED QUALIFICATIONS

1. Degree in Banking, Commerce, or Economics, or Business Administration, or Advanced Diploma in Banking or equivalent qualifications.
2. Computer literacy and applications in windows, and other packages.
3. Age should not be above 35 years.

3.3 MAIN DUTIES AND RESPONSIBILITIES:

1. Attend to customer enquiries promptly and courteously.
2. Examine customer cheques, and other customer instruments presented for payment in order to ascertain their accuracy and authenticity before payment authorization.
3. Open new customer accounts by following the laid down account opening procedures.
4. Perform other related duties as may be assigned from time to time by the supervisor.

DUTY STATION: DAR ES SALAAM

1.0 POST: TELLER (2) Posts - (Dar es Salaam)

1.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

1.2 REQUIRED QUALIFICATIONS

1. Degree in Banking, Commerce, or Economics, or Business Administration, or Advanced Diploma in Banking or equivalent qualifications.
2. Computer literacy and applications in windows, and other packages.
3. Age should not be above 35 years.

1.3 MAIN DUTIES & RESPONSIBILITIES

1. Receive cash and verify the amount and genuineness of notes received in the presence of the customer before posting.
2. Balance cash account after day's work.
3. Perform teller's duties with speed and accuracy.
4. Make payment to customers upon request and after receiving proper documentation as per the bank's procedures
5. Perform other related duties as may be assigned from time to time by the supervisor.

2.0 POST: BANK OPERATIONS OFFICER (2) Posts (Dar es Salaam)

2.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

2.2 REQUIRED QUALIFICATIONS:

1. Degree in Banking, Commerce, or Economics, or Business Administration, or Advanced Diploma in Banking or equivalent qualifications.
2. Computer literacy and applications in windows, and other packages.
3. Age should not be above 35 years.

2.3 MAIN DUTIES AND RESPONSIBILITIES:

1. Check entries in registers, completed forms, documents, journals and ledgers relating to customer accounts, in-house accounts and other accounts certifying to that effect.
2. Ensure correctness in posting of transactions.
3. Attend to customers queries
4. Perform other related duties as may be assigned from time to time by the supervisor.

3.0 POST: CUSTOMER SERVICES OFFICER (Islamic Banking) (1) Post (Dar es Salaam)

3.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

3.2 REQUIRED QUALIFICATIONS

1. Degree in Banking, Commerce, or Economics, or Business Administration, or Advanced Diploma in Banking or equivalent qualifications.
2. Computer literacy and applications in windows, and other packages.
3. Age should not be above 35 years.

3.3 MAIN DUTIES AND RESPONSIBILITIES:

1. Attend to customer enquiries promptly and courteously.

2. Examine customer cheques, and other customer instruments presented for payment in order to ascertain their accuracy and authenticity before payment authorization.
3. Open new customer accounts by following the laid down account opening procedures.
4. Perform other related duties as may be assigned from time to time by the supervisor.

DUTY STATION: Mtwara

1.0 POST: TELLER (2) Posts - (Mtwara)

1.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

1.2 REQUIRED QUALIFICATIONS

1. Degree in Banking, Commerce, or Economics, or Business Administration, or Advanced Diploma in Banking or equivalent qualifications.
2. Computer literacy and applications in windows, and other packages.
3. Age should not be above 35 years.

1.3 MAIN DUTIES & RESPONSIBILITIES

1. Receive cash and verify the amount and genuineness of notes received in the presence of the customer before posting.
2. Balance cash account after day's work.
3. Perform teller's duties with speed and accuracy.
4. Make payment to customers upon request and after receiving proper documentation as per the bank's procedures
5. Perform other related duties as may be assigned from time to time by the supervisor.

2.0 POST: CUSTOMER SERVICES OFFICER (Islamic Banking) (2) Posts (Mtwara)

2.1 TERMS OF EMPLOYMENT: Three years contract (Renewable)

2.2 REQUIRED QUALIFICATIONS

1. Degree in Banking, Commerce, or Economics, or Business Administration, or Advanced Diploma in Banking or equivalent qualifications.
2. Computer literacy and applications in windows, and other packages.
3. Age should not be above 35 years.

2.3 MAIN DUTIES AND RESPONSIBILITIES:

1. Attend to customer enquiries promptly and courteously.
2. Examine customer cheques, and other customer instruments presented for payment in order to ascertain their accuracy and authenticity before payment authorization.
3. Open new customer accounts by following the laid down account opening procedures.
4. Perform other related duties as may be assigned from time to time by the supervisor.

REMUNERATION

Attractive salary with PBZ Scales/Grades will be offered to the selected candidate

MODE OF APPLICATION

All applications enclosed with CVs, Photocopies of certificates, Testimonials, Name and address of two referees should be addressed to:

The Managing Director

The People's Bank of Zanzibar Ltd

Darajani Street

P.O.BOX 1173

ZANZIBAR

PLEASE NOTE THAT:

- **Result slip is not accepted.**
- **Experience on the respective post is an added advantage.**
- **Applicant(s) should specifically mention one duty station only which will be suitable for them. If applicant selects more than one different duty station he/she will be disqualified.**

Deadline for applications is 25th February 2016 at 3:30 pm.

Only short-listed candidates will be invited for interviews. If you will not hear from us please consider yourself unsuccessful.