



EMPLOYMENT OPPORTUNITIES

The Bank of Tanzania, an equal opportunity employer and Tanzania's central bank, is looking for suitably qualified young Tanzanian citizens of high personal integrity to fill the following vacant position at the Head Office.

Following Bank's review of its staff establishment, all job positions that were advertised in 2015 have been cancelled. The Bank is hereby-advertising new job position that reflects the current staff establishment requirement:

Position: Public Relations and Protocol Officer III -1 Post
Reports to: Head of Division
Contract type: Unspecified period

Job Purpose:

To organize and deliver key information to clients and stakeholders through electronic media.

Key Performance Areas:

- a) Organise Bank's engagement with the media.
- b) Manage, maintain and produce content for the Bank website, including multimedia content.
- c) Take photos (still and video) during Bank's events and maintain photographic records.
- d) Manage, edit and produce content for the Bank's social media platforms.
- e) Monitor and prepare responses to issues raised by the media/stakeholders.
- f) Participate in the organisation and preparation of various functions hosted by the Bank.
- g) Summarise news from local and foreign media on various key issues.
- h) Provide inputs for development and review of policies and procedures relating to the activities of division/department.
- i) Perform any other related duties as may be assigned by Assistant Manager.

Academic Qualifications and Experience

- Holder of a bachelor's degree in Mass Communication, Marketing, Journalism or its equivalent from a recognized university.
- Must have hands-on experience in managing websites, and social media platforms
- Must have at least three (2) years of relevant working experience

Key Competencies

- Advanced Adobe Creative Suite experience (InDesign and Photoshop)
- Advanced Microsoft Office experience (Word, Excel, and PowerPoint).
- Excellent writing and verbal communication skills

General Conditions:

- a) Applicants should apply on the strengths of the information given in this advertisement.
- b) Applicants must submit duly signed employment application letter
- c) Applicants must attach the following:
 - i. Certified copies of Degree or Advanced Diploma certificates.
 - ii. Certified copies of Form IV and Form VI National Examination Certificates.
 - iii. Certified Computer applications certificates
 - iv. Certified birth certificate.
 - v. One recent passport size.
- d) Form IV, form VI results slips and provisional transcripts are strictly not accepted.
- e) Applicants should indicate two reputable referees with their reliable contacts.
- f) Applicants must submit updated Curriculum Vitae (CV) having reliable contact address, email and telephone numbers.

- g) Certificates from foreign examination bodies for ordinary and advanced level education should be accredited by the National Examination Council of Tanzania (NECTA).
- h) Certificates from foreign Universities should be accredited by Tanzania Commission for Universities (TCU).
- i) Applicants are required to disclose relevant information in their applications. Giving false or incomplete information will lead to disqualification at any time during the recruitment process or after appointment.
- j) Only short-listed applicants will be contacted.

How to Apply:

Interested applicants must submit duly signed application letter, Curriculum Vitae (CV) and certified certificates to the following address:

**Deputy Governor,
Administration and Internal Controls,
Bank of Tanzania,
2 Mirambo Street,
11884 DAR ES SALAAM.**

Closing Date and Time: 27th October, 2017 at 16.00 pm.