



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 positions at the Head Office and at its Branches in Mwanza, Mbeya, Arusha, Zanzibar, Dodoma, Mtwara and Training Institute, Mwanza.

Following Bank's review of its staff establishments, all jobs that were advertised in 2015 have been cancelled. The Bank is hereby advertising new jobs that reflect the current requirements:

1. **Position:** Computer Analyst/Programmer II-10 Posts
Reports to: Head of Division
Contract type: Unspecified period

Job Purpose:

To study existing systems and procedures and develop applications to automate various business operations and ensure a smooth running of automated operations at the Bank.

Key Performance Areas:

- a) Appraise business systems performance and provide appropriate recommendations;
- b) Create backups for business systems, testing and updating contingency measures in accordance with the Bank's IT policy;
- c) Analyse, design, implement, maintain and document business applications;
- d) Provide analysis related to software design and development and solve problems;
- e) Formulate systems advancements; perform improvements to support user friendly interfaces and usability aides to assist users understand their operations on the system environment;
- f) Appraising business systems performance and giving recommendations;
- g) Analyse the System Incidental Reports (SIR) and Change Requests (CR), craft and implement appropriate solutions;

- h) Prepare business system data for internal and external auditing when requested;
- i) Provide inputs for preparation of periodic reports;
Provide inputs for development and review of policies and procedures relating to divisional activities;
- j) Performing any other related duties as may be assigned.

Education/Professional Qualifications & Relevant Experience Required:

- Bachelor Degree in Computer Science from accredited academic institutions.
- Knowledge and experience in .Net Framework, Development of web based applications, Software Development platforms plus certification in Information Technology will be an added advantage.
- At least three (3) years of relevant working experience from a recognized institution.

- 2. Position:** Computer Systems Engineer II-5 Posts
Reports to: Head of Division.
Contract type: Unspecified period

Job Purpose:

To review, evaluate, implement and maintain the day-to-day operations of information technology for the business and ensures that the underlying technologies and systems run effectively at the Bank.

Key Performance Areas:

- a) Install and configure hardware computing systems according to specifications;
- b) Carry out regular preventive and corrective maintenance and as planned;
- c) Take inventory of hardware computing systems and related equipment used in the Bank;
- d) Troubleshoot and resolve systems breakdown and document solutions;
- e) Design specifications based on BOT standards for hardware computing systems that will meet operational requirements;
- f) Support and train Bank staff in various computer systems acquired by the Bank;
- g) Provide assistance and support to various vendors commissioned to provide technical services to the Bank;
- h) Compile issues for liaising with vendors on maintenance of computing systems;

- i) Monitor performance of hardware computing systems in terms of processing and power consumption;
- j) Provide inputs for preparation of periodic reports;
- k) Provide inputs for development and review of policies and procedures relating to divisional activities;
- l) Performing other related duties as may be assigned.

Education/Professional Qualifications & Relevant Experience Required:

- Bachelor's Degree of Computer Engineering (Electronics/ Communications or Electrical Engineering).
- Knowledge and experience in deployment and administration of Datacenter operating systems – Linux, Unix, and Microsoft.
- Knowledge and experience in installation and commissioning datacenter hardware infrastructures (Servers, storage and network systems).
- Certification as Associate Systems Engineering Professional (ASEP) or Certified Systems Engineering Professional (CSEP).
- At least three (3) years of relevant working experience from a recognized institution.

- 3. Position:** Business Analyst III – 1 Post
Reports to: Head of Division
Contract type: Unspecified period

Job Purpose:

To identify and analyse business needs of stakeholders and determine solution to business problems.

Key Performance Areas:

- a) Assist users to prepare systems requirement specifications for automation;
- b) Prepare test scripts and participate in conducting quality assurance through testing of newly developed/ customized software;
- c) Analyse system incident reports and change requests from users;
- d) Prepare, review and maintain repository of specifications, standards and procedures for business systems;
- e) Participate on-site examination of banks and non-banks financial institutions;
- f) Assist users in reconciling books of accounts for differences relating to systems functionalities;
- g) Provide inputs for preparation of periodic reports;

- h) Provide inputs for development and review of policies and procedures related to banking operations;
- i) Performing other related duties as may be assigned.

Education/Professional Qualifications Required:

- Bachelor Degree in Computer Science / Information Communication Technology (ICT) from accredited academic institutions.
- Master's Degree in Business Administration and Certification in Information Technology will be an added advantage.

General Conditions:

- a) Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact address, email and telephone numbers.
- b) Applicants should apply on the strengths of the information given in this advertisement.
- 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 Professional Certifications from respective Boards.
 - iv. Certified birth certificate.
 - v. One recent passport size.
- d) Form IV and form VI results slips are strictly not accepted.
- e) Applicant should indicate two reputable referees with their reliable contacts.
- f) Certificates from foreign examination bodies for ordinary and advanced level education should be accredited by the National Examination Council of Tanzania (NECTA).
- g) Certificates from foreign Universities should be accredited by Tanzania Commission for Universities (TCU).
- h) Applicants are required to apply for one position only. Applicants who will apply for more than one position will be disqualified.
- i) Applicants must indicate the position applied for on top of the envelope.
- j) 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.
- k) 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: 28th September, 2017 at 16.00 pm.