



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. 14/24

1. Position: Administrative Assistant/Receptionist

Reporting to: Administration and Security Manager

Responsibility:

The main responsibility is to providing administrative and general office support to ensure smooth and efficient office operations; –

Main tasks:

- Answer telephone calls from clients and other parties during working hours and address the concern of the caller or forward the call to the proper person.
- Responsible for maintaining office security and communicating with the security guards if needed
- Handle incoming/outgoing correspondences for further
- Provide secretarial and Administrative support to
- Write and distribute email, correspondence memos, letters, faxes and
- Assist in the preparation of regularly scheduled
- Develop and maintain a filing system
- Plan meetings and take detailed minutes
- Ensure timely retirements of business

- Receive incoming mails and record them in the incoming
- Distribute the received mails to the appropriate Heads of Departments
- Maintain the stores, attend to department requests and keep proper records of the
- Prepare a list of kitchen and toilet supplies, request and purchase the items accordingly before the items are out of stock.

Requirements:

1. Minimum education level of Diploma in business administration, procurement/logistic management or A bachelor degree in a relevant field will be advantageous.
 2. 4 years working experience on the same
- Familiarity with multi-line telephone systems
1. Competent in Microsoft word, excel and power Point

Other attributes:

1. Good communication and writing skills
2. Scheduling appointments and making travel arrangements
3. Stores Management/Certificate
4. Proven ability to do the job well and good in supervision

Work Reference No. 12/24

2. Position: Marketing Manager

Reporting to: Chief Executive Officer

Responsibility:

The main purpose of the Marketing Manager is to promote VisionFund Microfinance Bank's brand, products and services. The position holder shall lead in the development of VFTs Marketing Strategy and marketing plan. The Marketing Manager shall lead the development of innovative strategies to significantly improve VFT brand visibility and appeal in the market. The position holder shall ensure that VFTs branches are located in appropriate places to increase client coverage and brand visibility and that branches are well and uniformly branded to maintains a compelling cooperate appeal to the clients. The Manager shall ensure VFTs has a strong presence on social media, radio and all other appropriate medias. Marketing Manager shall track and analyze the performance of advertising campaigns, managing the marketing budget and ensuring that all marketing material is in line with VFT's brand identity. The position holder shall also be

the key PR person for the bank as delegated by the CEO from time to time. Ultimately, the position holder will help VFT build and maintain a strong and consistent brand through a wide range of online and offline marketing channels.

Main tasks:

- Develop strategies and tactics to get the word out about the bank and drive qualified traffic to the front door
- Deploy successful marketing campaigns and own their implementation from ideation to execution
- Produce valuable and engaging content for our website and social media blog that attracts and converts our target groups
- Build strategic relationships and partner with key industry players, agencies and vendors
- Prepare and monitor the marketing budget on a quarterly and annual basis and allocate funds wisely
- Oversee production and approve marketing material, from website banners to hard copy brochures and case studies
- Measure and report on the performance of marketing campaigns, gain insight and assess against goals
- Work with branch offices in identify the right location of the branch offices
- Facilitate the branding of the branches to maintain a compelling corporate appeal for the
- Evaluating and optimizing marketing and pricing
- Analyzing market trends and preparing
- Generating new business
- Increasing brand awareness and market
- Coordinating marketing strategies with the operations
- Developing and managing the marketing department's
- Overseeing branding, advertising, and promotional
- Managing the marketing department's
- Preparing and presenting quarterly and annual reports to senior
- Promoting our brand at trade shows and major industry-related
- In coordination with the CEO, manage all external communications for the

Marketing Manager Requirements:

1. Bachelor's degree in marketing, finance, business administration, or A master's degree in a relevant field will be advantageous.
 2. At least 5-year experience as a marketing manager preferably in similar
- Extensive knowledge of marketing strategies, channels, and

1. Superb leadership, communication, and collaboration
 2. Exceptional analytical and problem-solving
 3. Strong time management and organizational
- Good public speaking

Other attributes:

1. Good communication and writing skills
 2. Competent in Microsoft word, excel and power Point
- Knowledge in social media marketing
1. Excellent analytical
 2. Determined personality with initiative, perseverance, self-motivated and ability to work with very minimal

Work Reference No. 13/24

3. Position: Risk and Compliance Officer – AML Suspicious Transaction Monitoring and Cybersecurity Risk

Reporting to: Senior Compliance /Risk

Alternate (Administrative reporting line): The Head of Risk and Compliance

Responsibility:

- The purpose of an AML Suspicious Transaction Monitoring and Cybersecurity Risk and Compliance Officer is to safeguard the organization against financial crimes and cybersecurity threats by monitoring and investigating suspicious transactions in compliance with anti-money laundering (AML)

Main tasks:

- Daily review and investigation of the transactions monitoring alerts for potential money laundering or other suspicious
- Support the Compliance Manager in the Preparation of Suspicious Activity Reports (SARs) required with relevant authorities when suspicious transactions are
- Documentation of the quarterly AML Plans and submission to the compliance manager reports regarding the success of the AML program and timely reporting of deficiencies
- Monitor the bank's compliance with AML/CTF Internal Policies and country AML laws and regulations

- Monthly reviews of bank systems to ensure they comply with the bank's MIS Policies, processes, and procedures parameters and produce the reports required
- Identify and assess IT-related risks that could impact the organization's operations, data integrity, and
- Assist the Risk Manager in conducting cyber security risks and suggest controls for reducing the cyber security risk exposure in the
- Conducting Annual IT-related assessments of the third parties to identify risks associated with third party vendors and service
- Stay informed about relevant laws and regulations related to IT security and privacy and suggest control
- Monitoring of IT related Incidents and development of Post-incident reports to identify lessons learned for improvement
- Developing and maintaining records of cybersecurity training programs for employees, ensuring that all staff are aware of the organization's security protocols and
- Creating and maintaining documentation for cybersecurity incident response plans, detailing how the organization responds to security breaches or data loss

Requirements:

- University degree in Information Technology or Computer Science, Cybersecurity, or Information Security with knowledge of compliance software/applications. A candidate with Cyber security or AML certification will be mostly preferred. Experience and skills The candidate should have the following experience and
- Experience with Banking/Financial Institution operations,
- Understanding of the impacts of money laundering on the economy and on financial systems
- Strong analytical skills, paying careful and particular attention to detail, and also have an investigative mindset
- Expertise in anti-money laundering regulations, including local and international AML laws (e.g., FATF, OFAC).
- Experience with suspicious transaction monitoring systems and tools, such as transaction pattern analysis, KYC procedures, and SAR (Suspicious Activity Reports)
- Strong understanding of cybersecurity threats, vulnerabilities, and attack vectors
- Knowledge of data protection laws and practices, including encryption, firewalls, and intrusion detection
- Experience with monitoring tools for AML and cybersecurity threats (e.g., SEIM systems, AML transaction monitoring software).

Other attributes:

- Highly developed sense of reliability and correctness
- Very good communication skills

- Possess Innovative and analytical skills
- Very good planning skills
- Good team player
- High level of Integrity and Ethical
- Must have above average skills in using Micro Soft office applications
- Must be a self-starter, highly motivated, organized, and detail-oriented

Work Reference No. 15/24.

4. Position: Software Developer

Reporting to: IT Project Manager

Responsibility:

The Software Developer is a critical dual-role position responsible for both the development and maintenance of software applications and the administration of IT systems at VisionFund Microfinance Bank Tanzania. This role requires a comprehensive understanding of software development, system administration, and the integration of both to effectively support the organization’s mission of delivering financial services to underserved communities. The IT Solutions Engineer will work closely with various teams to ensure that IT solutions are efficient, secure, and aligned with the bank’s strategic objectives.

We are seeking a talented and detail-oriented Software Developer to design, develop, and maintain software solutions. The successful candidate will work closely with a dynamic team to deliver high- quality, scalable software applications that meet both customer needs and business objectives.

Main tasks:

- **Software Design & Development:** Design, develop, test, and deploy software applications and
- **API Integration:** Design and implement APIs to facilitate seamless integration with third- party services and internal
- **Programming & Coding:** Write clean, scalable, and efficient code using programming languages such as PHP, Python, Java, C#, JavaScript, or others based on project requirements. Use of Content Management System e. Codelgniter and the like
- **Databases:** Optimize and maintain database systems, ensuring data integrity and performance. The use of SQL and Non-SQL is the must
- **Testing & Debugging:** Perform regular testing and debugging to ensure software meets functional and performance standards.

- **Collaboration:** Collaborate with cross-functional teams including designers, project managers, and other developers to deliver features that enhance user
- **System Maintenance:** Troubleshoot, maintain, and upgrade existing software systems to ensure their reliability, security, and efficiency.
- **Documentation:** Prepare and maintain technical documentation, including software design specifications, installation guides, and user

Requirements:

- **Education:** Bachelor's degree or Advance Diploma in Software
- **Experience:** More than 4 years' experience as a Software Developer, Software

Technical Skills:

- Proficiency in programming languages (e.g., PHP, Java, Python, C#, JavaScript,)
- Familiarity with databases (SQL and Non-SQL), APIs, and web
- Knowledge of software development methodologies (e.g., Agile, Scrum).
- Experience with version control systems like
- Use of Content Management System
- **Problem-Solving:** Strong analytical and problem-solving
- **Communication:** Excellent verbal and written communication skills to convey complex technical concepts to non-technical stakeholders.
- **Teamwork:** Ability to work collaboratively within a team and independently when
- **Time Management:** Strong organizational skills with the ability to manage multiple priorities and projects

Other attributes:

- Highly developed sense of reliability and correctness
- Very good communication skills
- Possess Innovative and analytical skills
- Very good planning skills
- Good team player
- High level of Integrity and Ethical
- Must have above average skills in using Micro Soft office applications
- Must be a self-starter, highly motivated, organized, and detail-oriented

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 25th October,

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.