



Employment Opportunities at TAZAMA SACCOS

Background

TAZAMA SACCOS is a financial institution conducting Saving and Credit Cooperative Society activities and registered under the Co-operative Societies Act No 6 of 2013 and is licensed under the Microfinance Act No 18 of 2018. The Saccos is located at TAZAMA PIPELINES-Regional Office (Tungi-Kigamboni) in Dar es Salaam. The main objective of the Society is to mobilize savings, provide loan facilities to its members in accordance with loan policy, and other value-added services such as developing savings management and encouraging investment behavior aimed at improving the social and economic wellbeing of its members.

TAZAMA SACCOS is seeking to recruit competent qualified Tanzanian citizens to fill the following vacancies:

1. Position: IT Officer (One Post)

Reports: SACCOS Manager

Job Brief: The ideal candidate will have a strong background in information technology, with expertise in computer systems, networks, and software applications. This role requires problem-solving abilities, attention to detail, and a proactive approach to maintaining and improving our IT infrastructure.

Duties and Responsibilities:

- Install, configure, and maintain computer hardware, software, and networks.

- Troubleshoot hardware and software issues, including desktops, laptops, printers, and servers.
- Provide technical support to users, including troubleshooting and resolving IT-related problems.
- Ensure security of IT systems, including data backup, antivirus protection, and access controls.
- Manage and monitor network infrastructure, including routers, switches, firewalls, and VPNs.
- Implement and enforce IT policies, procedures, and standards to ensure compliance and security.
- Evaluate and recommend new technologies, tools, and solutions to improve efficiency and productivity.
- Collaborate with other departments to understand IT needs and requirements.
- Plan and execute IT projects, including upgrades and migrations.
- Document IT systems, configurations, and procedures for knowledge sharing and training.
- Carry out any other duties as may be assigned by Saccos Manager.

Minimum Qualifications:

- Holder of Bachelor's degree in Information Technology, Computer Science, or any related field.
- Prior experience in IT support or system administration.
- Strong technical knowledge of computer hardware, software, and networks.
- Excellent problem-solving and troubleshooting skills.

- Familiarity with operating systems, such as Windows and Linux.
- Knowledge of network protocols, security principles, and best practices.
- Ability to prioritize tasks and work under pressure.
- Excellent communication and interpersonal abilities.
- Attention to detail and accuracy in work.
- Certifications such as Network+, or Microsoft Certified IT Professional are a plus.

2. Position: Clerk (One Post)

Reports: SACCOS Manager

Job Brief: We are seeking a friendly and competent clerk to run our front desk and complete a range of day-to-day administrative duties.

Duties and Responsibilities:

- Ensuring SACCOS records, including invoices and purchase orders, are kept up to date.
- To keep all books of original entries and proper arrangement of office equipment.
- Updating and storing business files to ensure they are accurate and accessible.
- Prepare operational reports and other business documents.
- Sorting mail and responding to it or distributing it to appropriate employees.
- Answering telephone calls and emails and redirecting them to other employees when appropriate.

- Making travel arrangements for other company employees' trips.
- Monitoring office supplies and reporting on when stock levels are low to the office manager.
- Perform all other duties as directed by his/her manager.

Minimum Qualifications:

- Holder of Diploma or Certificate in Record Management, Business Administration, or any other related course from a recognized institution.
- At least two years related working experience in a reputable institution.
- Strong written and oral skills in both English and Swahili languages.
- Have ability to commit, work independently, and as part of a team.
- Proficiency in computer applications and accounting software such as MS Excel.
- Must be a Tanzanian.
- Applicant shouldn't have any criminal record.

Terms of Employment

The incumbents will be offered employment opportunities upon completion of a probation period of six (6) months and a clean vetting process result.

Remuneration

An attractive compensation package will be offered to successful candidates.

Duty Station

Dar es Salaam

Mode of Application

Application in own handwriting with detailed CV, National Identification Card (NIDA), and photocopies of relevant academic certificates should be submitted to the undersigned

within two weeks from the date of this advertisement. Only shortlisted candidates will be contacted.

The applications should be addressed to: BOARD
CHAIRPERSON
TAZAMA SACCOS,
P.O. BOX 2157,
DAR ES SALAAM.
E-mail: contact@tazamasaccos.co.tz