



EMPLOYMENT OPPORTUNITIES THROUGH INTER-MINISTERIAL TRANSFER

INTRODUCTION

The Bank of Tanzania serves as the Central Bank of the United Republic of Tanzania, was established under the Bank of Tanzania Act of 1965, and commenced operations on 14th June 1966. Over the years, the Act has undergone several amendments, including Bank of Tanzania Act of 1978 and the Bank of Tanzania Act of 1995.

The Bank as an equal opportunity employer is looking for suitably qualified **Public Servants** to fill the following vacant positions. Successful candidates will be placed at any of the Bank duty stations at the Head Office Dodoma, Sub Head Offices in Dar es Salaam and Zanzibar and Branches in Arusha, Mbeya, Mtwara, Mwanza, and the BOT Academy, Mwanza.

- 1. Position:** Pharmaceutical Assistant II – 1 Post
Reports to: Head of Division
Contract type: Unspecified period of time
Remuneration: BTSS 2

Primary Duties and Responsibilities:

- i. Arrange drugs according to their classes.
- ii. Dispense medicines and drugs.
- iii. Maintain drugs store/inventory and carry out drugs stock taking
- iv. Check prescriptions and advise patients on proper use of medicines.
- v. Initiate procurement of medicines and other pharmaceutical products.
- vi. Maintain records of medicines purchased and dispensed.
- vii. Provide inputs in preparation of plan, budget and procurement as may be required;
- viii. Provide inputs for preparation of various reports;
- ix. Provide inputs for development and review of policies, guidelines and procedures as shall be required;
- x. Perform other related duties as may be assigned.

Education Qualifications required:

- i. Holder of Ordinary Diploma in Pharmacy or Pharmaceutical Sciences from a recognized institution with at least Upper Second Class.
- ii. Must be registered by Pharmacy Council of Tanzania.
- iii. Candidate must have at least three years of relevant post-qualification working experience.

- 2. Position:** Personal Secretary II - 2 Posts
Reports to: Head of Division
Contract type: Permanent and Pensionable
Remuneration: BTSS 2

Primary Duties and Responsibilities:

- i. Take shorthand notes, type, tabulate, format, correct spelling and grammar and produce printed document.
- ii. Arrange appointments and meetings; attend official visitors and employees visiting respective office.
- iii. Handle mail, telephone messages, faxes, file or send them to relevant destination.
- iv. File and store documents.
- v. Scan documents in Memo Automation System as appropriate.
- vi. Prepare reports, memos, letters and other documents, using word processing, spread sheet, database, or presentation software.
- vii. Open, sort, and distribute incoming correspondence, including faxes and email.
- viii. Make travel arrangements and initiate applicable payment.
- ix. Handle requisitions of stationery, machinery and equipment.
- x. Prepare responses to correspondence containing routine inquiries.
- xi. Operate a range of office equipment such as computer, photocopier, and fax.
- xii. Perform other related duties as may be assigned.

Education Qualifications required:

- i. Holder of Ordinary Diploma in Secretarial studies from recognized institution with at least Upper Second Class.
- ii. Certificate of Secondary Education Examination with passes in English and Kiswahili.
- iii. Must have shorthand, hatimkato (100wpm), as well as typing speed 50 wpm.
- iv. Candidate must have at least three years of relevant post-qualification working experience.

- 3. Position:** Computer Analyst Programmer II – 3 Posts
Reports to: Head of Division
Contract type: Unspecified period of time
Remuneration: BTSS 2

Primary Duties and Responsibilities:

- i. Administer computer systems by ensuring that at all times the systems are properly functioning and help users to understand their operations;
- ii. Develop, adopt and support user-friendly interfaces to computer systems;
- iii. Create backups for business systems, test and update contingency measures in accordance with the Bank's IT policy;
- iv. Assist users to prepare systems requirement specifications for automation;
- v. Analyse system incident reports and change requests from users;
- vi. Prepare, review and maintain repository of specifications, standards and procedures for business systems;
- vii. Assist users in reconciling books of accounts for differences relating to systems functionalities;
- viii. Provide inputs for preparation of reports;
- ix. Provide inputs for development and review of policies and procedures relating to the activities of division/department;
- x. Perform other related duties as may be assigned.

Education Qualifications required:

- i. Holder of a Bachelor Degree in Computer Science from a recognized institution with at least Upper Second Class.
- ii. Candidate must have at least three years of relevant post-qualification working experience.

- 4. Position:** Business Analyst II – 1 Post
Reports to: Head of Division
Contract type: Unspecified period of time
Remuneration: BTSS 2

Primary Duties and Responsibilities:

- i. Assist users to prepare systems requirement specifications for automation;
- ii. Prepare test scripts and participate in conducting quality assurance through testing of newly developed/ customized software;
- iii. Analyse system incident reports and change requests from users;
- iv. Prepare, review and maintain repository of specifications, standards and procedures for business systems;
- v. Assist users in reconciling books of accounts for differences relating to systems functionalities;
- vi. Provide inputs for preparation of reports;
- vii. Provide inputs for development and review of policies and procedures relating to the activities of division/department;
- viii. Perform other related duties as may be assigned.

Education Qualifications required:

- i. Holder of a Bachelor Degree in Information Technology from a recognized institution with at least Upper Second Class.
- ii. Candidate must have at least three years of relevant post-qualification working experience.

- 5. Position:** Computer System Engineer II – 1 Post
Reports to: Head of Division
Contract type: Unspecified period of time
Remuneration: BTSS 2

Primary Duties and Responsibilities:

- i. Install and configure hardware-computing systems according to specifications;
- ii. Carry out preventive and corrective maintenance of hardware computing systems;
- iii. Take inventory of hardware computing systems and related equipment used in the Bank;
- iv. Troubleshoot and resolve systems breakdown and document solutions;
- v. Support and train Bank staff in various computer systems acquired by the Bank;
- vi. Compile issues for liaising with vendors on maintenance of computing systems;
- vii. Design specifications based on BOT standards for hardware computing systems that will meet operational requirements;
- viii. Provide assistance and support to various vendors commissioned to provide technical services to the Bank;
- ix. Monitor performance of hardware computing systems in terms of processing and power consumption;
- x. Review LAN and WAN architecture;
- xi. Test network equipment and devices;
- xii. Perform network troubleshooting and repair;
- xiii. Provide inputs for preparation of reports;
- xiv. Provide inputs for development and review of policies and procedures relating to the activities of division/department;
- xv. Perform other related duties as may be assigned.

Education Qualifications required:

- i. Holder of a Bachelor Degree in Computer Engineering and Information Technology, Engineering in Electronics and Telecommunication or its equivalent from a recognized institution with at least Upper Second Class.

- ii. Candidate must have at least three years of relevant post-qualification working experience.

- 6. Position:** Kitchen Attendant II – 5 Posts
Reports to: Head of Division
Contract type: Unspecified period of time
Remuneration: BTAS 2

Primary Duties and Responsibilities:

- i. Prepare and serve refreshments to members of staff, management and Bank visitors.
- ii. Clean kitchen facilities.
- iii. Maintain cleanness and upkeep of crockeries and cutleries.
- iv. Sort, store and distribute refreshments.
- v. Perform other related duties as may be assigned.

Education Qualifications required:

- i. Holder of Certificate of Secondary Education Examination with basic training in catering/food and beverages from a recognized institute.
- ii. Candidate must have at least three years of relevant post-qualification working experience.

General Conditions:

- a) Applicants must attach an up-to-date Curriculum Vitae (CV) with phone numbers and reliable three (3) referees.
- b) Applicants should apply on the strength of the information given in this advertisement.
- c) Applicants must attach/upload the following:
 - i. Certified copies of transcripts and academic certificates.
 - ii. Certified copies of Professional Certifications from respective professional bodies.
 - iii. Certified copies of birth certificates or proof of citizenship.
 - iv. A recent passport size photograph in recruitment portal.
- d) Testimonials, provisional results, statement of results and result slips Form IV and form VI results slips are strictly not accepted.
- e) Certificates from foreign examination bodies for ordinary and advanced level education should be verified by the National Examination Council of Tanzania (NECTA).
- f) Certificates from foreign Universities must be verified by Tanzania Commission for Universities (TCU) and National Council for Technical and Vocational Education Training (NACTVET).
- g) Applicants are required to **apply for one position only**. Applicants who will apply for **more than one position will be disqualified**.
- h) Applicants are required to disclose correct information in their applications. Giving false or incomplete information will lead to disqualification at any time during the recruitment process or after appointment.
- i) Successful candidate should be ready to work in any of the Bank of Tanzania Offices across the country.
- j) Submission of forged certificates or provision of false or misleading information at any time during the recruitment process shall lead to disciplinary measures.
- k) **Successful candidates will be placed at positions as per indicated grades in the respective job advertisement regardless of relevant working experience possessed and possession of qualification above minimum requirement in a given post.**
- l) Applicants must route their applications through their employers.
- m) All applications should be made through PO-PSRS Recruitment Portal, hard copies will not be accepted.

How to Apply:

- a) Signed application letter and attached relevant certificates should be addressed to:

**DEPUTY GOVERNOR,
ADMINISTRATION AND INTERNAL CONTROLS,
BANK OF TANZANIA,
2 MIRAMBO STREET,
P. O. BOX 2939,
11884 DAR ES SALAAM.**

- b) All the applications should be sent through recruitment portal <http://portal.ajira.go.tz/> (*the same is found in the Public Service Recruitment Secretariat website*).

Deadline for submission of applications shall be not later than 19th December 2024.