

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/22

10th March, 2026

#### VACANCY ANNOUNCEMENT

On behalf of and Bank Of Tanzania (BOT), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill eighty-three (83) vacant posts mentioned below;

#### 1.0 SECURITY GUARD III - 13 Posts

##### 1.1 DUTIES AND RESPONSIBILITIES

- i. To guard Bank's property against theft from intruders and unlawful acts;
- ii. To keep Bank's office keys;
- iii. To apprehend or evict violators using force where necessary;
- iv. To assist management in enforcing security regulations;
- v. To provide escort services for Bank's cargo and to staff especially when handling sensitive duties;
- vi. To screen visitors seeking entry or going out of the Bank's offices or residences;
- vii. To patrol Bank's office compounds to check security and safety of staff and property;
- viii. To provide bodyguard services to Bank's executives when required;
- ix. To record incidents in the Occurrence Book daily;
- x. To initiate necessary actions against fire and other emergencies;
- xi. To take action to prevent violence or disturbance at the Bank's premises;

- xii. To control movement of motor vehicles and parking at Bank premises; and
- xiii. To perform other related duties as may be assigned by the supervisor.

## **1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Secondary Education Examination (CSEE) with pass in English and Kiswahili and National Service Certificate from JKT/JKU with at least “B” grade in behaviour and work competence completed from 2023 onwards.

## **1.3 SALARY SCALE**

BTSS 1

## **2.0 LEGAL OFFICER III - 2 Posts**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. To provide legal advice on various issues related to Bank operations;
- ii. To conduct investigation on workplace offences and prepare factual reports;
- iii. To follow-up and report on the progress of investigation conducted by law enforcement agencies to which the Bank is party or interested;
- iv. To follow up on enactment, amendment or repeal of relevant principal/subsidiary legislations with the relevant ministries and other government organs;
- v. To prepare and review legal documents, contracts and agreements to ensure they are legally sound;
- vi. To represent the Bank in legal proceedings including negotiations, disputes and consultations;
- vii. To follow-up and report on the status of the Bank’s cases in court and tribunals;
- viii. To perform research and legal issues and stay updated on changes in laws and regulations that affect the Bank;
- ix. To provide inputs for the preparation of reports relating to divisional activities;
- x. To provide inputs for the development and review of policies and procedures relating to the activities of the division/department; and
- xi. To perform other related duties as may be assigned by the supervisor.

### **2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Law (LLB) from a recognized institution with at least Upper Second Class and must be registered as an advocate of the High Court.

### **2.3 SALARY SCALE**

BTSS 7

## **3.0 PROGRAMMES COORDINATOR/INSTRUCTOR III - 1 Post**

### **3.1 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for up to NTA level 6 students;
- iii. To provide input for curricula development;
- iv. To offer counselling and guidance to students on academic matters;
- v. To conduct and supports research and consultancy works;
- vi. To prepare learning resources; To supervise field practical training;
- vii. To supervise and assists junior staff; and
- viii. To perform other related duties as may be assigned by supervisor.

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree Banking, Finance, Accounting, Economics from a recognized institution with a minimum GPA of 3.8 out of 5 or its equivalent from a recognized institution.

### **3.3 SALARY SCALE**

BTSS 7

## **4.0 PORTER III - 2 Posts**

### **4.1 DUTIES AND RESPONSIBILITIES**

- i. To pack, load and unload currency consignments into/from trucks at the Bank's main vault;
- ii. To carry and stack currency cargo and other goods in the Bank's main vault;

- iii. To carry currency to/from the Note Counting and Processing Units;
- iv. To stamp the labels attached to Banknotes bundles and coin bags; and
- v. To perform other related duties as may be assigned by the supervisor.

## **4.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Secondary Education Examination (CSEE) with pass in English and Kiswahili and National Service Certificate from JKT/JKU with at least "B" grade in behaviour and work competence completed from 2023 onwards.

## **4.3 SALARY SCALE**

BTSS 1

## **5.0 COMPUTER ANALYST/PROGRAMMER III - 5 Posts**

### **5.1 DUTIES AND RESPONSIBILITIES**

- i. To assist users to prepare systems requirement specifications for automation;
- ii. To analyze system incident reports and change requests from users;
- iii. To prepare, review, and maintain repository of specifications, standards and procedures for business systems;
- iv. To participate in on-site examination of banks and non-banks financial institutions;
- v. To assist users in reconciling books of accounts for differences relating to systems functionalities;
- vi. To plan, code, and test programs;
- vii. To debug a program;
- viii. To incorporate security settings into programs;
- ix. To cooperate with other software developers in developing software;
- x. To assist in capturing user Customer Requirement Specifications- CRS;
- xi. To implement software systems (write and document code);
- xii. To perform systems testing (Software validation & verification) and document test results;
- xiii. To appraise business systems performance and provide appropriate recommendations;

- xiv. To create backups for business systems, testing and updating contingency measures in accordance with the Bank's IT policy;
- xv. To provide analysis related to software design and development and solve problems;
- xvi. To team up with bank examiners and perform information system audit and verification of logical security of the management information system;
- xvii. To analyse the System Incidental Reports (SIR) and Change Requests (CR), craft and implement appropriate solutions;
- xviii. To assist users to prepare systems requirement specifications for automation;
- xix. To prepare test scripts and participate in conducting quality assurance through testing of newly developed/ customized software;
- xx. To analyze system incident reports and change requests from users;
- xxi. To prepare, review, and maintain a repository of specifications, standards and procedures for business systems;
- xxii. To participate in on-site examination of banks and non-bank financial institutions;
- xxiii. To assist users in reconciling books of accounts for differences relating to systems functionalities;
- xxiv. To update web pages and multimedia;
- xxv. To manage multimedia tools and equipment;
- xxvi. To assist in selecting appropriate multimedia software and hardware tools; and
- xxvii. To perform other related duties as may be assigned by the supervisor.

## **5.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Computer Science, Information Communication Technology (ICT) from a recognized institution with at least Upper Second Class.

## **5.3 SALARY SCALE**

BTSS 7

## **6.0 INTERNAL AUDITOR (SYSTEMS AUDITOR) III - 4 Posts**

### **6.1 DUTIES AND RESPONSIBILITIES**

- i. To conduct regular audit of Bank operations;

- ii. To participate in special audit in cases of suspected system based financial or operational malpractices;
- iii. To monitor the implementation progress of the issues communicated to Management by internal and external auditors;
- iv. To perform control reviews for computer information systems to ensure valid, reliable, timely and secure inputs, processing and output;
- v. To perform reviews of internal control procedures and security for systems under development and/ enhancement to the existing system;
- vi. To prepare audit reports and participate in meetings related to audit findings and outcomes;
- vii. To perform control reviews for computer information systems to ensure valid, reliable, timely and secure inputs, processing, and output;
- viii. To perform reviews of internal control procedures and security for systems under development and/ enhancement to the existing system;
- ix. To provide inputs in preparation of plan, budget and procurement as may be required;
- x. To provide inputs for preparation of reports relating to divisional activities;
- xi. To provide inputs for development and review of policies and procedures relating to the activities of division/department; and
- xii. To perform other related duties as may be assigned by the supervisor.

## **6.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Computer Science, Information Communication Technology (ICT) from a recognized institution with at least Upper Second Class. Possession of ACA, CIA, CISA, CIMA or recognized professional certification will be an added advantage.

## **6.3 SALARY SCALE**

BTSS 7

## **7.0 SECURITY OFFICER III - 2 Posts**

### **7.1 DUTIES AND RESPONSIBILITIES**

- i. To advise on internal security matters;
- ii. To prepare and provide security awareness training for Bank employees;
- iii. To take measures to ensure control of movement of people and Bank properties to/from Bank premises;
- iv. To plan and organize work schedules for security guards and control room operators;
- v. To enforce security rules, regulations and procedures;
- vi. To coordinate responses to fire and other emergencies;
- vii. To contribute to implementation of appraisal exercise for security guards and control room operators under his supervision;
- viii. To assist in conducting disciplinary investigations; and
- ix. To perform other related duties as may be assigned by the supervisor.

## **7.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Law Enforcement from a recognized university with at least Upper Second Class.

## **7.3 SALARY SCALE**

BTSS 7

## **8.0 PLANNING OFFICER III - 1 Post**

### **8.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in strategic plan formulation, monitoring, reviews and reporting;
- ii. To provide hands-on technical support to functional units on plan formulation, monitoring and reporting;
- iii. To assist in providing a guide to functional units in implementing projects on compliance requirements with the Bank's projects management framework;
- iv. To assist in providing inputs for preparation of reports relating to divisional activities;
- v. To assist in providing inputs for the development and review of policies and procedures relating to the activities of the division/department; and

- vi. To perform other related duties as may be assigned by the supervisor.

## **8.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Economics, Statistics, Economic Planning, Projects Planning and Management from a recognized institution with at least Upper Second Class.

## **8.3 SALARY SCALE**

BTSS 7

## **9.0 FINANCIAL ANALYST III - 1 Post**

### **9.1 DUTIES AND RESPONSIBILITIES**

- i. To develop predictive financial models to support organizational decision making;
- ii. To conduct financial forecasting;
- iii. To prepare and analyse financial reports;
- iv. To analyse data to identify trends and opportunities;
- v. To evaluate investment opportunities;
- vi. To evaluate capital expenditure and depreciation;
- vii. To provide financial insights for strategic planning;
- viii. To assess, measure and mitigate financial risks;
- ix. To conduct studies and research on various industry trends to inform decision making;
- x. To ensure compliance with relevant laws and regulations;
- xi. To provide inputs in preparation of plan, budget and procurement as may be required;
- xii. To provide inputs for preparation of reports relating to divisional activities;
- xiii. To provide inputs for development and review of policies and procedures relating to the activities of division/department; and
- xiv. To perform other related duties as may be assigned by the supervisor.

### **9.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Finance, Accounting, Investment Management, Commerce (Accounting or Finance, from a recognized Institution with at least Upper Second Class. Possession of CFA or related professional certification will be an added advantage.

### **9.3 SALARY SCALE**

BTSS 7

## **10.0 PERSONAL SECRETARY III - 3 Posts**

### **10.1 DUTIES AND RESPONSIBILITIES**

- i. To take shorthand notes, type, tabulate, format, correct spelling and grammar and produce printed document;
- ii. To arrange appointments and meetings; attend official visitors and employees visiting respective office;
- iii. To handle mail, telephone messages, file or send them to relevant destination;
- iv. To file and store documents;
- v. To scan documents in Memo Automation System as appropriate;
- vi. To prepare reports, memos, letters and other documents, using word processing, spread sheet, database, or presentation software;
- vii. To open, sort, and distribute incoming correspondence, including faxes and email;
- viii. To make travel arrangements and payment of allowances for executive office/management through Administrative Services department;
- ix. To operate a range of office equipment such as computer, photocopier, fax;
- x. To handle requisitions of stationery, machinery and equipment;
- xi. To prepare responses to correspondence containing routine inquiries;
- xii. To operate a range of office equipment such as computer, photocopier, and fax; and
- xiii. To perform other related duties as may be assigned by the supervisor.

### **10.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma in secretarial studies or its equivalent from a recognized

institution with at least Upper Second Class who has passed shorthand and Hati Mkato at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher.

### **10.3 SALARY SCALE**

BTSS 4

## **11.0 IT TECHNICIAN III - 6 Posts**

### **11.1 DUTIES AND RESPONSIBILITIES**

- i. To troubleshoot and repair problems/faults with computer systems hardware and software as well as other computer peripherals and other ICT equipment;
- ii. To troubleshoot and maintain network infrastructure;
- iii. To perform preventive maintenance for ICT equipment;
- iv. To provide support on application (Such as Email System, Directory Services, MS Office) and operating system issues to users;
- v. To take and maintain inventory of computers and related equipment used in the Bank;
- vi. To assist in preparation of specifications for procurement of suitable hardware for the Bank; and
- vii. To perform other related duties as may be assigned by supervisor.

### **11.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma in Computer Engineering, Information Technology, Computer Science, Information Systems, Information and Communication Technology or its equivalent from a recognised university/college with at least Upper Second Class.

### **11.3 SALARY SCALE**

BTSS 4

## **12.0 MECHANICAL ENGINEER III - 1 Post**

### **12.1 DUTIES AND RESPONSIBILITIES**

- i. To monitor works done by artisans and technicians and ensure adherence to regulations, procedures and standards;
- ii. To prepare specifications and bill of quantities for capital projects in the Bank;
- iii. To maintain proper records of all capital projects;
- iv. To keep mechanical equipment's operational by coordinating maintenance and repair services;
- v. To evaluate mechanical and electromechanical systems and products installed at the Bank premises; and
- vi. To perform other related duties as may be assigned by the supervisor.

## **12.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Mechanical Engineering from a recognized Institution with at least Upper Second Class. Must be registered by the Engineer's Registration Board (ERB) as a Graduate Engineer.

## **12.3 SALARY SCALE**

BTSS 7

## **13.0 ELECTRICAL ENGINEER III - 1 Post**

### **13.1 DUTIES AND RESPONSIBILITIES**

- i. To monitor works done by artisans and technicians and ensure adherence to regulations, procedures and standards;
- ii. To prepare specifications and bills of quantities for capital projects in the Bank;
- iii. To maintain proper records of all capital projects;
- iv. To process payment certificates/claims for service/goods providers;
- v. To monitor works done by artisans and technicians and ensure adherence to regulations, procedures and standards;
- vi. To prepare specifications and bill of quantities for capital projects in the Bank;
- vii. To maintain proper records of all capital projects;
- viii. To provide inputs and technical advice for procurement of goods and services in respect of Bank capital projects;
- ix. To process payment certificates/claims for service/goods providers;

- x. To provide inputs for the preparation of periodic reports;
- xi. To provide inputs for development and review of policies and procedures relating to divisional activities; and
- xii. To perform other related duties as may be assigned by the supervisor.

### **13.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Electrical Engineering from a recognized Institution with at least Upper Second Class. Must be registered by the Engineer's Registration Board (ERB) as a Graduate Engineer.

### **13.3 SALARY SCALE**

## **14.0 RECEPTIONIST III - 4 Posts**

### **14.1 DUTIES AND RESPONSIBILITIES**

- i. To receive and guide visitors in the Bank Offices;
- ii. To keep records of all visitors entering and leaving the Bank;
- iii. To receive messages and mail from Bank visitors and forward them to respective offices;
- iv. To provide general information to clients inquiring for services offered by the bank:  
and
- v. To perform other related duties as may be assigned by supervisor.

### **14.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Secondary Education Examination (CSEE) with pass in English and Kiswahili and Basic Technician Certificate in one of the following fields: Front Office, Reception, Hospitality, Customer Care or equivalent qualification from a recognized Institution.

### **14.3 SALARY SCALE**

BTPS 2

## **15.0 SUPPLIES/PROCUREMENT OFFICER III - 2 Posts**

### **15.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare standard bid documents and tender advertisements;
- ii. To prepare and issue standard bidding documents to prospective bidders;
- iii. To carry out secretarial duties of the BOT Central/Delegated Tender Board;
- iv. To prepare and review procurement contracts and maintain contracts register;
- v. To process procurement of goods and services from approved suppliers and prepare payments accordingly;
- vi. To conduct analysis of quotations based on criteria outlined in Request for Quotations (RFQ);
- vii. To prepare and issue Purchase Orders (PO) and maintain PO register;
- viii. To prepare and open Letter of Credits (LC) and maintain LC register;
- ix. To provide inputs in preparation of plan, budget and procurement as may be required;
- x. To provide inputs for preparation of reports relating to divisional activities;
- xi. To provide inputs for development and review of policies and procedures relating to the activities of division/department; and
- xii. To perform other related duties as may be assigned by the supervisor.

### **15.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Procurement and Supplies Management, Material Management, Logistics Management, Commerce or Business Administration (majoring in Procurement and Supplies Management) from a recognized institution with at least Upper Second Class and must be registered by Procurement and Supplies Professionals and Technicians Board (PSPTB) as a graduate procurement and supplies professional.

### **15.3 SALARY SCALE**

BTSS 7

## **16.0 HUMAN RESOURCE OFFICER III - 3 Posts**

## **16.1 DUTIES AND RESPONSIBILITIES**

- i. To provide staffing services: recruitment and placement and advising on staff deployment;
- ii. To provide general human resource administrative services;
- iii. To process employee compensation and benefits in accordance with the policy in place;
- iv. To process staff exits and related benefits in line with the policy in place;
- v. To identify, assess and analyse business problems and recommend solutions;
- vi. To review and analyse business processes and recommend improvement solutions;
- vii. To prepare annual employee appraisal reports and provide advice on employee performance management;
- viii. To analyse training needs, prepare and implement approved training plan/programmes;
- ix. To provide technical support in the development and review of operational and procedure manuals in all areas within the Bank;
- x. To administer job analysis forms and carry out job evaluation sessions;
- xi. To provide inputs for development and review of organizational structure;
- xii. To provide inputs in preparation of plan, budget and procurement as may be required;
- xiii. To provide inputs for preparation of reports relating to divisional activities.
- xiv. To provide inputs for development and review of policies and procedures relating to the activities of division/department; and
- xv. To perform other related duties as may be assigned by the supervisor.

## **16.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Human resource management, Public Administration, Political Science and Public Administration, Business Administration or Commerce (majoring in Human Resource Management) from a recognized Institution with at least Upper Second Class.

## **16.3 SALARY SCALE**

## **17.0 ACCOUNTANT III - 8 Posts**

### **17.1 DUTIES AND RESPONSIBILITIES**

- i. To originate financial transactions in various systems;
- ii. To analyse financial transactions and keep books of accounts;
- iii. To keep records of payment voucher register book;
- iv. To collate inputs for preparation of corporate budget estimates;
- v. To maintain Bank's Client accounts;
- vi. To carry out accounts reconciliation;
- vii. To prepare draft financial statements;
- viii. To analyse costs for operational efficiency;
- ix. To prepare and file tax returns;
- x. To process invoices, track payment and ensure timely collection and disbursements;
- xi. To ensure compliance with financial regulations;
- xii. To stay updated on changes in accounting standards to implement best practices;
- xiii. To keep fixed asset register, correct accounting treatment on disposal of fixed assets;
- xiv. To assist external auditors during the audit process;
- xv. To provide inputs for preparation of periodic reports;
- xvi. To provide inputs in preparation of plan, budget and procurement as may be required;
- xvii. To provide inputs for preparation of reports relating to divisional activities;
- xviii. To provide inputs for development and review of policies and procedures relating to the activities of the division/department; and
- xix. To perform other related duties as may be assigned by the supervisor.

### **17.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Accounting, Finance, Commerce or Business Administration (majoring in Accounting or Finance) from a recognized Institution with at

least Upper Second Class. Possession of Certified Professional Accountant (T), ACCA, CIMA, ACA, or related professional certification will be an added advantage.

### **17.3 SALARY SCALE**

BTSS 7

## **18.0 BANK OFFICER III - 13 Posts**

### **18.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare reconciliation statements;
- ii. To ensure compliance with banking regulations and laws;
- iii. To identify and mitigate risks in bank operations;
- iv. To ensure accurate transaction processing;
- v. To maintain financial records;
- vi. To open and manage accounts for customers;
- vii. To build and maintain positive client relationships and resolve issues or queries on banking operation;
- viii. To process deposits, withdraws, transfers and cheque payments;
- ix. To provide inputs in preparation of plan, budget and procurement as may be required;
- x. To provide inputs for preparation of reports relating to divisional activities;
- xi. To provide inputs for development and review of policies and procedures relating to the activities of the division/department; and
- xii. To perform other related duties as may be assigned by the supervisor

### **18.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Banking, Finance, Commerce or Business Administration (majoring in Accounting or Finance), from a recognized Institution with at least Upper Second Class. Possession of Certified Professional Banker certificate (CPB) or related professional certification will be an added advantage.

### **18.3 SALARY SCALE**

BTSS 7

## **19.0 BANK EXAMINER III - 6 Posts**

### **19.1 DUTIES AND RESPONSIBILITIES**

- i. To participate in receiving and evaluating applications for banking licences and provide appropriate recommendations;
- ii. To evaluate banks proposals for prospective managers and board of directors and make necessary recommendations;
- iii. To regularly prepare inputs to update institutional profile of banks and financial institutions;
- iv. To participate on on-site examination and off-site surveillance of assigned banks and non-bank financial institutions;
- v. To provide inputs for preparations of periodic reports;
- vi. To provide advice in regard to profiling of banks and financial institutions;
- vii. To provide inputs for the development and review of laws, regulations, circulars and guidelines for banking institutions on various supervisory issues;
- viii. To conduct on-site examination and off-site surveillance of assigned banks and non-bank financial institutions and provide in-depth analysis;
- ix. To prepare bank examination reports; participating in examination meetings and attending to queries related to the examination reports; and
- x. To perform other related duties as may be assigned by supervisor.

### **19.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Accounting, Finance, Commerce or Business Administration (majoring in Accounting or Finance) from a recognized institution with at least Upper Second Class. Possession of professional certification in Accounting (CPA (T) or ACCA) is an added advantage.

### **19.3 SALARY SCALE**

BTSS 7

## **20.0 ELECTRICAL TECHNICIAN III - 1 Post**

## **20.1 DUTIES AND RESPONSIBILITIES**

- i. To monitor works done by artisans and ensure adherence to regulations, procedures and standards;
- ii. To assist in processing payment certificates/claims for service/goods providers;
- iii. To implement maintenance work in accordance with laid down routine and preventive maintenance procedures;
- iv. To make periodical inspections on all systems and installations to identify areas needing attention;
- v. To collect maintenance history in a format that facilitates retrieval and analysis;
- vi. To repair and replace defective components in motors, generators, controllers, storage batteries, switchboards, conductors, switches and varied electrical fixtures;
- vii. To install improvements and major upgrades to electrical plant and subsystems:  
and
- viii. To perform other related duties as may be assigned by the supervisor.

## **20.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Electrical Engineering from a recognized institution with at least Upper Second Class.

## **20.3 SALARY SCALE**

BTSS 4

## **21.0 ELECTRONICS TECHNICIAN III - 1 Post**

### **21.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in processing payment certificates/claims for service/goods providers;
- ii. To make periodical inspections on all systems and installations to identify areas needing attention;
- iii. To assist in carrying out analyses on information arising from the preventive maintenance system and provide statistical reports on performance;
- iv. To assemble, install, repair, troubleshoot electronic components and systems;

- v. To ensure all electronics and communication systems operate in accordance with health and safety regulations;
- vi. To maintain safe work environment by following codes, standards, and legal regulations;
- vii. To source or fabricate replacement parts for electronic systems and;
- viii. To perform other related duties as may be assigned by the supervisor.

## **21.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma or Full Technician Certificate (FTC) in Electronics from a recognized institution with at least Upper Second Class.

## **21.3 SALARY SCALE**

BTSS 4

## **22.0 BUSINESS ANALYST III - 1 Post**

### **22.1 DUTIES AND RESPONSIBILITIES**

- i. To assist users in preparing systems requirement specifications for automation;
- ii. To prepare test scripts and participate in conducting quality assurance through testing of newly developed/ customized software;
- iii. To analyse system incident reports and change requests from users;
- iv. To prepare, review and maintain a repository of specifications, standards and procedures for business systems;
- v. To participate in the on-site examination of banks and non-banks financial institutions;
- vi. To assist users in reconciling books of accounts for differences relating to systems functionalities;
- vii. To provide inputs for preparation of periodic reports;
- viii. To provide inputs for development and review of policies and procedures related to banking operations; and
- ix. To perform other related duties as may be assigned by the supervisor.

### **22.2 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor's Degree in Computer Sciences, Information Communication Technology (ICT), from a recognized institution with at least Upper Second Class.

### **22.3 SALARY SCALE**

BTSS 7

## **23.0 KITCHEN ATTENDANT III - 2 Posts**

### **23.1 DUTIES AND RESPONSIBILITIES**

- i. To prepare and serve refreshments to members of staff and Bank visitors;
- ii. To clean and safe keep kitchen facilities;
- iii. To sort, store and distribute needed ingredients for refreshments; and
- iv. To perform other related duties as may be assigned by the supervisor.

### **23.2 QUALIFICATIONS AND EXPERIENCE**

Holder of certificate of secondary education with basic certificate in catering/food and beverages from a recognized institute.

### **23.3 SALARY SCALE**

BTSS 1

## **GENERAL CONDITIONS**

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
  - Applicants for non-degree posts must not exceed 25 years of age.
  - Applicants for degree posts must not exceed 30 years of age.
2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:  
Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;  
Postgraduate/Degree/Advanced Diploma/Diploma transcripts;

Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);  
Birth certificate.

4. Attaching copies of the following certificates is strictly not accepted:  
Form IV and Form VI results slips;  
Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates **MUST** be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement **MUST** attach their GPA calculation certificate from TCU.
10. A signed application letter should be written either in Swahili or English and addressed to:

**Secretary,  
Presidents Office, Public Service Recruitment Secretariat,  
P.O. Box 2320,  
Mahakama Street, Tambukareli,  
Dodoma.**

11. Deadline for application is **24th March, 2026**.
12. Only shortlisted candidates will be informed of the date of the interview.
13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address: <http://portal.ajira.go.tz>. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

**Released by:**

**SECRETARY**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**