

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/C/23

10th March, 2026

VACANCY ANNOUNCEMENT

On behalf of the Bank of Tanzania (**BOT**) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanian to fill twenty-two (**22**) vacant posts as mentioned below,

THE BANK OF TANZANIA (BOT)

The Bank of Tanzania is the Central Bank of the United Republic of Tanzania. It was established under the Bank of Tanzania Act CAP 197 and commenced operations on 14 June 1966, with the primary objective of fostering macroeconomic stability and promoting a modernised financial system in support of the country's middle-income status and beyond.

Successful candidates will be placed at the entry level of the respective position and may be assigned to any of the Bank's duty stations, including the Head Office in Dodoma; Sub Head Offices in Dar es Salaam and Zanzibar; Branches in Arusha, Mbeya, Mtwara, and Mwanza; or the BOT Academy in Mwanza.

1.0 BANK OFFICER III - 3 POSTS

1.1 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.

1.2 QUALIFICATIONS AND EXPERIENCE:

Bachelor's Degree in Banking, Finance, Commerce or Business Administration (majoring in Accounting or Finance), or related qualification 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.

1.3 SALARY SCALE: BTSS 7

1.4 CONTRACT TYPE: UNSPECIFIED PERIOD OF TIME

2.0 ACCOUNTANT III - 3 POSTS

2.1 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.

2.2 QUALIFICATIONS AND EXPERIENCE:

Bachelor's Degree in Accounting, Finance, Commerce or Business Administration (majoring in Accounting or Finance) or related qualification 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.

2.3 SALARY SCALE: BTSS 7

2.4 CONTRACT TYPE: UNSPECIFIED PERIOD OF TIME

3.0 RECEPTIONIST III - 3 POSTS

3.1 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.

3.2 QUALIFICATIONS AND EXPERIENCE:

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.

3.3 SALARY SCALE: BTSS 2

3.4 CONTRACT TYPE: UNSPECIFIED PERIOD OF TIME

4.0 IT TECHNICIAN III - 2 POSTS

4.1 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.

4.2 QUALIFICATIONS AND EXPERIENCE:

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.

4.3 SALARY SCALE: BTSS 4

4.4 CONTRACT TYPE: UNSPECIFIED PERIOD OF TIME

5.0 KITCHEN ATTENDANT III - 3 POSTS

5.1 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;
- iv. To perform other related duties as may be assigned by the supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE:

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

5.3 SALARY SCALE: BTSS 1

5.4 CONTRACT TYPE: UNSPECIFIED PERIOD OF TIME

6.0 BANK EXAMINER III - 1 POSTS

6.1 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. Participate on on-site examination and off-site surveillance of assigned banks and non-bank financial institutions;
- v. 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.

6.2 QUALIFICATIONS AND EXPERIENCE:

Bachelor's Degree in Accounting, Finance, Commerce or Business Administration (majoring in Accounting or Finance) or its equivalent from a recognized institution with

at least Upper Second Class. Possession of professional certification in Accounting (CPA (T) or ACCA) is an added advantage.

6.3 SALARY SCALE: BTSS 7

6.4 CONTRACT TYPE: UNSPECIFIED PERIOD OF TIME

7.0 COMPUTER ANALYST/PROGRAMMER III - 1 POSTS

7.1 DUTIES & 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 corporate 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.

7.2 QUALIFICATIONS AND EXPERIENCE

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

7.3 SALARY SCALE: BTSS 7

7.4 CONTRACT TYPE: UNSPECIFIED PERIOD OF TIME

8.0 SECURITY GUARD III - 6 POSTS

8.1 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.

8.2 QUALIFICATIONS AND EXPERIENCE:

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.

8.3 SALARY SCALE: BTSS 1

8.4 CONTRACT TYPE: UNSPECIFIED PERIOD OF TIME

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania with an age not above 45 years except for those who are in Public Service;
- ii. People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. Applicants must attach their certified copies of the following certificates.
 - o Diploma/Certificates.
 - o Diploma transcripts.
 - o Form IV and Form VI National Examination Certificates.
 - o Professional Registration and Training Certificates from respective Institutions
 - o Registration or Regulatory Bodies, (where applicable).
 - o Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
 - o Form IV and form VI results slips.
 - o Testimonials and all Partial transcripts.
- v. An applicant must upload recent Passport Size Photo in the Recruitment Portal.
- vi. An applicant who is retired from the Public Service for whatever reason should not
- vii. apply.
- viii. An applicant should indicate three reputable referees with their reliable contacts
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level
- x. education should be verified by The National Examination Council of Tanzania
- xi. (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions

- xiii. should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE).
- xiv. A signed application letter should be written either in Swahili or English and
- xv. Addressed to Secretary, Presidents Office, and Public Service Recruitment
- xvi. Secretariat P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xvii. Deadline for application is 24th March, 2026
- xviii. Only shortlisted candidates will be informed on a date for interview and;
- xix. xv. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.zanajira.go.tz> and not otherwise (This address also can be found at <https://www.utumishismz.go.tz/>)

Released by:

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT