



# Bank of Baroda (Tanzania) Limited

## Bank of Baroda (Tanzania) Ltd

Bank of Baroda (Tanzania) Limited is wholly owned subsidiary of Bank of Baroda. Presently the Bank has branches in Dar es Salaam, Arusha and Mwanza.

The Bank is providing full-fledged banking operations and serving the people in all walks of life. The bank is financing businessman, traders, manufacturers, retailers, individuals, employees of well-established companies, institutions, government departments, SMEs etc. in addition to other Banking Services.

### **JOB OPPORTUNITY**

Position and number of vacancies: **1) Clerk (Internal Audit- IT) – 01**

**2) Clerk cum Teller- 01**

**3) Bancassurance Principal Officer - 01**

### **Major responsibilities shall include:**

S. No.	Position	Major responsibilities
1	<b>Clerk (Internal Audit- IT)</b>	He/she will be responsible for assessing how risks around bank computer information systems are being managed and how internal processes are working. Applying a systematic methodology in audit work, looking at ways in which to evaluate the effectiveness of risk management and improve how the bank operates to ensure compliance with corporate governance, risk management and internal controls etc.
2	<b>Clerk cum Teller</b>	He/she will be responsible for assisting the supervisors in different areas of Banking
3	<b>Bancassurance Principal Officer</b>	He/she will be responsible for overseeing the Banc assurance business of the bank, business growth as well as the profitability of the bancassurance portfolio through sales and enhancement of its product and services. He/she will be also responsible for identification of Risks associated with bancassurance portfolio of bank and mitigation of the same.



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		He/she will be also be also responsible for compliance of all guidelines of the Bank/Bank of Tanzania/Tanzania Insurance Regulatory Authority. Responsible for the operations of the Bancassurance business and be a representative of the bank in all matters of bancassurance business with regulatory authorities
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Note: For the position of **Clerk Cum Teller**, above number of vacancies may increase or decrease depending on requirement of Bank.

### Qualifications and Experience:

S. No.	Position	Qualifications and Experience
1	<b>Clerk (Internal Audit- IT)</b>	<ol style="list-style-type: none"><li>Bachelor's degree in Information System/Computer Science or any other related field from a reputable University /College.</li><li>Candidate having 01 year or more of working experience in Information System Auditor in a banking/financial institution operating in Tanzania will be given preference.</li><li>Candidates having Master's or higher degree and having required or higher experience with any commercial bank operating in Tanzania will be given preference.</li></ol>
2	<b>Clerk cum Teller</b>	<ol style="list-style-type: none"><li>Candidate shall have minimum qualification of Bachelor's degree.</li><li>Candidate having 01 year or more of working experience in any commercial bank operating in Tanzania will be given preference.</li><li>Candidates having Master's or higher degree and having required or higher experience with any commercial bank operating in Tanzania will be given preference.</li></ol>
3	<b>Bancassurance Principal Officer</b>	<ol style="list-style-type: none"><li>Candidate shall have minimum qualification of Bachelor's degree in Insurance and Risk Management.</li><li>Candidate shall have minimum of 01 year of working experience in experience in insurance operating in Tanzania.</li><li>Candidates having Master's or higher degree and having required or higher experience with any commercial bank operating in Tanzania will be given preference.</li><li>Working knowledge of insurance legislation and regulations.</li></ol>



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		e) Certificate of proficiency in Insurance from recognized college or Institution
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Who can apply: Candidates holding Local Citizenship i.e. Tanzanian Nationality only can apply for the requested Job opportunity. All above positions will be transferrable in nature within Tanzania as per requirement of our Bank.

Remuneration: Successful candidates shall receive a competitive salary and other benefits in accordance with the status of the bank in the industry.

**Mode of Application:** Candidates who meet the required qualification and experience shall apply by filling Application Form as per prescribed format annexed herewith along with a passport size photograph and supporting documents to the following address **not later than 12/09/2023 before 5.00 P.M. (East African Time).**

The Head of Human Resource Department

Bank of Baroda Tanzania Limited.

Address: Plot no.149/32, Ohio/Sokoine Drive, P O Box No.5356, Dar es Salaam, Tanzania.

The applications in prescribed formats can also be submitted on email id: ***hrm.tanzania@bankofbaroda.com***

The management reserves the rights of shortlisting and only shortlisted candidates will be contacted for an interview or test in person. The management also reserves the rights to cancel this recruitment exercise at any point of time if required.

Note: 1) Application received from other modes or in any other formats will not be accepted.

2) Incomplete or partially filled applications will not be entertained.

3) Please check eligibility criteria before submitting applications



### EMPLOYEMENT APPLICATION

#### PERSONAL INFORMATION

NAME		DATE OF BIRTH (DD/MM/YYYY)	NIDA NUMBER
ADDRESS (number, street, building)			
CITY		STATE/REGION	PO BOX NO
PHONE 1	PHONE 2	EMAIL ADDRESS	
Have you ever been convicted of a crime? Yes No			
If Yes, please explain:			
Nationality/Citizenship:		Any Credit default History : Yes / No	
Marital status: Married / Unmarried		No. of Dependents:	
Do you have any critical disease : Yes / No (If yes please mention name: )			

#### DESIRED EMPLOYMENT

EMPLOYMENT REFERENCE NO.	POSITION APPLYING FOR	EXPECTED SALARY	DATE YOU CAN START

#### EDUCATION (starting from the latest)

School/college/university	Name of degree/esucation/course	Passing Year	Score/Rating

#### WORK EXPERIENCE

Company Name	Period From - To	Position	Reason for Leaving

