

EMPLOYMENT OPPORTUNITIES

BACKGROUND OF TADB

Tanzania Agricultural Development Bank Limited (TADB) is a Government Institution established under the Companies Act, 2002 and licensed under the provisions of the Banking and Financial Institutions Act No 5 of 2006 and the Banking and Financial Institutions (Development Finance) Regulations, 2012. The bank has the following key objectives:

- To catalyze credit delivery to the agricultural sector and thereby accelerate agricultural growth;
- To lead, as an apex agricultural financing bank, in capacity building strategies and programmes to strengthen the agriculture financial value chain;
- To be an important player in the implementation of the Government's development vision, policies and programmes, including but not limited to the Tanzania Development Vision 2015, Agricultural Sector Development Programme, Kilimo Kwanza Initiative, Second-Generation Financial Sector Reforms as well as in the furtherance of the National Strategy for Growth and Reduction of Poverty for Mainland Tanzania (MKUKUTA), and Zanzibar Strategy for Growth and Reduction of Poverty (MKUZA);
- To build on existing agro-financing activities through provision of short, medium and long-term facilities to the following: smallholder farmers' groups, savings and credit cooperative societies (SACCOS), community banks, commercial banks and microfinance institutions (MFIs) that are active in lending to the agricultural sector;
- To coordinate and monitor agriculture and rural lending activities with a view to maximizing the impact of agricultural growth by working closely with the Ministries and institutions responsible for Agriculture, Regional Administration as well as the numerous players active in this sector;
- To assist the Government in implementing its policies on enhancing financial inclusion and economic empowerment in the rural areas.

EXISTING VACANCIES

The TADB is hereby inviting applications from suitably qualified candidates to fill the following vacancies:

1.0 DIRECTOR OF FINANCE – 1 Vacancy

Nature and Scope:

The successful candidate will report to the Managing Director. He/She will be responsible for maintenance of books of accounts, financial reporting and all back office operations. He/She will supervise the financial budgeting process and reporting, payment to suppliers, disbursement of loans as well as formulation of controls to safeguard the financial resources of the bank.

Key Responsibilities:

- Co-ordinate budgeting exercise including production of regular budget report and budgetary control;
- Supervise the division and monitor financial information on a daily basis to ensure that accounting records are accurately and properly prepared and maintained;
- Advise the company on tax matters i.e. VAT, corporate tax, PAYE, withholding tax, to ensure statutory compliance and prepare the relevant monthly/annual returns;
- Provide support to the Treasury and Funding Directorate when assessing funding requirements and managing cash on a daily basis including investing the excess funds and managing minimum requirements;
- Prepare quarterly, bi-annual and annual statutory accounts in line with accepted accounting standards and liaises with external statutory auditors;
- Supervise disbursement of loans to borrowers approved by the bank;
- Design and implement internal financial controls;
- Supervise the auditing of the bank's financial statements done by the external statutory auditors;
- Monitor cash requirements/position;
- Preparation of all statutory and regulatory reports in line with accepted accounting standards;
- Provide guidance to the Management on issues pertaining to accounting as well as financial and regulatory reporting;
- Review work performance of staff in the Directorate including their development and welfare in line with the bank's policies and objectives;
- Perform any other related duties as assigned by the Managing Director from time to time.

Minimum Qualifications, Knowledge and Experience:

- Master's Degree/Postgraduate qualifications in Accounts, Commerce, Economics or related discipline;
- Internationally recognized accounting qualification such as ACCA, ACA, and CPA (T);
- Minimum of 8 years relevant experience of which 4 must be in a senior position covering Finance and Administration in a commercial bank or similar banking/or related financial institution;
- Ability to analyse and interpret financial statements and make recommendations;
- Leadership, motivation and people management skills;
- Strong written and communication skills with ability to write documentation in a concise and focused style;
- High developed Computer skills.

2.0 DIRECTOR OF PLANNING, RESEARCH AND POLICY – 1 Vacancy

Nature and Scope:

The successful candidate will report to the Managing Director. He/She will be responsible for coordinating the planning of the bank programs and activities, research and advisory services as well as policy-related matters for the bank.

Key Responsibilities:

- Co-ordinate development of the bank's long term strategy and corporate plans, and to monitor their implementation including conducting periodic plan reviews;
- Prepare policies and guidelines on the formulation of plans, setting of targets, performance measurement and reporting thereof;
- Co-ordinate development of performance management standards i.e. indicators and targets in all functional units with respect to set objectives;
- Co-ordinate preparation of plan performance reports for submission to management and recommend on performance improvement measures;
- Manage continuous business process improvements and coordinate the preparation of policies, procedures and operational manuals, and to be the custodian of them;
- Identify and assess resource needs (quality and quantity) and measures to acquire them;
- Provide advice on the preparation of programs intended to facilitate business processes; and recommend organizational strategies and changes as may be considered necessary;
- Maintain a corporate knowledge management framework;
- Prepare plans and budgets for the division;
- Prepare terms of reference and provide overall co-ordination for work by consultants, e.g. to review and propose a legal and regulatory framework suitable for the bank including the prudential guidelines, as well as any other consultancies related to the bank's business strategy;
- Coordinate and carry out research aimed at enriching the bank's knowledge and information base to facilitate implementation of its vision, mission and objectives;
- Identify and manage line-of-business changes and build on ongoing partnerships with government leaders, key stakeholders and business partners for effective change management;
- Co-ordinate the bank's efforts aimed at establishing and maintaining collaborations and partnerships with other development banks for the purpose of sharing knowledge and business;
- Conduct and facilitate training programs on corporate planning;
- Develop and manage the bank's relationship with various stakeholders, government offices and the public;
- Monitor and report on implementation of management decisions and directives regarding the bank's strategy and corporate plan;
- Carry out any other related duties as may be assigned to him/her by the Managing Director from time to time.

Qualifications, Knowledge and Experience:

- Master's Degree/Postgraduate qualifications in Economics, Business Administration, Finance or related discipline;
- At least 8 years working experience of which 4 must be in a senior position in related field;
- Significant experience in strategic planning/project management;
- Knowledge of data analysis software/programmes;

- Leadership, motivation and people management skills;
- Strong written and communication skills with ability to write documentation in a concise and focused style;
- High developed Computer skills.

3.0 AGENCY FUNDS MANAGEMENT MANAGER – 1 Vacancy

Nature and Scope:

The successful candidate will report to the Director of Credit and Business Management. He/She will be responsible for management of all funds received from the Government, its Departments and Agencies, Developmental Partners and other stakeholders as per applicable agency agreements.

Key Responsibilities:

- Manage all funds received from the Government, its Departments and Agencies, Developmental Partners and other stakeholders as per applicable agency agreements;
- Develop and implement policies, procedures, processes and systems for efficient and effective utilization of the funds;
- Receive and process applications for the funds;
- Managing all disbursement to beneficiaries to ensure that the funds are utilized as envisioned.
- Monitor, evaluate and supervise utilization of the funds;
- Preparations and submission of financial and operational Reports (monthly, quarterly or yearly) to fund owners as agreed;
- Account for utilization of the funds;
- Research and recommend the most effective ways for managing and administering the funds;
- Ensuring that TADB benefits from fund management services, this includes collection of non-interest income for the bank such as management fees for management of each particular fund;
- Liaise with relevant Divisions, Departments and Units to follow-up on performance of projects which operate on managed funds;
- Administer all resources allocated to the Department, including offering technical and operational support to staff members in the Department;
- Carry out any other related duties as may be assigned to him/her by his/her Supervisor or Managing Director from time to time.

Qualifications, Knowledge and Experience:

- Post-Graduate qualifications in Business Administration, Finance, Accounting, Agricultural Economics & Agribusiness, Rural Development, Agricultural Extension, Economics, or related discipline;
- At least five (5) years relevant working experience in a reputable institution, two (2) of which must have been in a managerial position;
- Excellent and well developed interpersonal and organizational skills;
- Strong written and communication skills with ability to write reports in a concise and focused style;
- Must be a team player, very self-motivated and able to manage and prioritize work load with minimum supervision;
- Highly developed Computer skills;
- Possession of knowledge of the banking industry and its related laws, regulations, policies and procedures will be an added advantage.

4.0 SENIOR AGENCY FUNDS MANAGEMENT OFFICER – 1 Vacancy

Nature and Scope:

The successful candidate will report to the Agency Funds Management Manager. He/She will be responsible for management of all funds received from the Government, its Departments and Agencies and other stakeholders for development activities as per applicable agency agreements.

Key Responsibilities:

- Coordinate management of all funds received from the Government, its Departments and Agencies, Developmental Partners and other stakeholders as per applicable agency agreements;
- Coordinate development and implementation of policies, procedures, processes and systems for efficient and effective utilization of the funds;
- Coordinate receipt and processing of applications for the funds;
- Take part in monitoring, evaluating and supervising utilization of the funds;
- Coordinate recording of utilization of the funds;
- Take part in accounting for utilization of the funds;
- Take part in researching and recommending the most effective ways for managing and administering the funds;
- Take part in liaising with relevant Divisions, Departments and Units to follow-up on performance of projects which operate on managed funds;
- Maintain good working relationships with other divisions, directorates and units as well as external stakeholders
- Carry out any other duties assigned by the Supervisor from time to time.

Qualifications, Knowledge and Experience:

- University degree in Economics, Business Administration, Agricultural Economics, Finance, Accounts, Banking or related discipline;
- Minimum of 3 years' experience in credit assessment and/or relationship banking at Officer level;
- Strong computer based analytic skills.
- Strong written and communication skills with ability to write reports in a concise and focused style;
- Good communication and interpersonal skills;

5.0 AGENCY FUNDS MANAGEMENT OFFICER – 1 Vacancy

Nature and Scope:

The successful candidate will report to the Agency Funds Management Manager. He/She will be responsible for management of all funds received from the Government, its Departments and Agencies and other stakeholders for development activities as per applicable agency agreements.

Key Responsibilities:

- Coordinate management of all funds received from the Government, its Departments and Agencies and other stakeholders for development activities as per applicable agency agreements;
- Coordinate development and implementation of policies, procedures, processes and systems for efficient and effective utilization of the funds;
- Coordinate receipt and processing of applications for the funds;
- Take part in monitoring, evaluating and supervising utilization of the funds;
- Coordinate recording of utilization of the funds;
- Take part in accounting for utilization of the funds;
- Take part in researching and recommending the most effective ways for managing and administering the funds;
- Take part in liaising with relevant Divisions, Departments and Units to follow-up on performance of projects which operate on managed funds;
- Maintain good working relationships with other divisions, directorates and units as well as external stakeholders
- Carry out any other duties assigned by the Supervisor from time to time.

Qualifications, Knowledge and Experience:

- University Degree in Economics, Business Administration, Agricultural Economics, Finance, Accounts, Banking or related discipline;
- Minimum of one (1) year' experience in credit assessment and/or relationship banking at Officer level;
- Strong computer based analytic skills.
- Strong written and communication skills with ability to write reports in a concise and focused style;
- Good communication and interpersonal skills;

6.0 SENIOR OFFICER, SMALLHOLDER AGRICULTURE TRANSFORMATION – 1 Vacancy

Nature and Scope:

The successful candidate will report to the Smallholder Agriculture Transformation Manager. He/she will be responsible for transformation of smallholder farmers operating less than two (2) hectares of crop land and depending on household members for most of the labour from subsistence to commercial farming.

Key Responsibilities:

- Assisting in developing and implementing smallholder farmers transformation strategy to achieve sustainability of food production and agricultural diversification;
- Assist in developing and innovate suitable products and services for financing smallholder farmers and suggest low cost and effective delivery mechanism;
- Market the bank strategy for smallholder transformation, products and services tailored to transform smallholders to realize the bank set goals;
- Search, develop and suggest partnerships/collaborations with the Government, the private sector and International development institutions to support smallholder farmers' transformation initiatives;
- Carry out research on best practices/lessons learned elsewhere on successful initiatives undertaken to transform smallholder farmers and suggest to the bank for modification or adoption at all times;
- Perform any other duties assigned by the Supervisor from time to time.

Qualifications, Knowledge and Experience:

- University Degree in Economics, Business Administration, Agricultural Economics, Finance, Accounts, Banking or related discipline;
- Minimum of 3 years' experience in credit assessment and/or relationship banking at Officer level;
- Strong computer based analytic skills.
- Strong written and communication skills with ability to write reports in a concise and focused style;
- Good communication and interpersonal skills.

7.0 SENIOR STRATEGIC PLANNING AND POLICY OFFICER – 1 Vacancy

Nature and Scope:

The successful candidate will report to the Strategic Planning and Policy Manager. He/She will be responsible for coordinating the planning and performance management processes of the bank; including formulation of bank policies; review of strategic plan, business plan and action plans; and overseeing the effectiveness of plan implementation by Departments and Units across the bank.

Key Responsibilities:

- Participate in the development of the bank's long term strategy, business plans and annual plans, and monitoring their implementation;
- Assist in coordination formulation of performance management standards i.e. indicators and targets in all functional units with respect to set objectives;
- Assist in monitoring and reporting of plan performance and implementation of management decisions and directives regarding the bank's corporate plan;
- Prepare draft plans and budgets for the Strategic Planning and Policy Department;
- Participate in conducting continuous management of business process improvements and coordination of the preparation and custodianship of bank policies, procedures and operational manuals;
- Coordinate formulation of various bank policies and operational manuals;
- Participate in coordinating bank's representation and participation in policy dialogues with different stakeholders;
- Assist in organizing and facilitating training programs on strategic management and corporate planning process for the bank;
- Assist in coordinating development of policy proposals for establishment various structures aimed at serving the disadvantaged communities;
- Participate in establishing and managing partnerships with strategic partners in agricultural development;
- Assist in developing responses on queries on strategic matters for the Government, its ministries and agencies; the Parliament of Tanzania; Bank of Tanzania and other stakeholders;
- Perform any other duties assigned by the Supervisor from time to time.

Qualifications, Knowledge and Experience:

- University Degree in Economics, Business Administration, Agricultural Economics, Finance, Accounts, Banking or related discipline;
- Minimum of 3 years' experience in planning at Officer level;
- Strong analytical and report writing skills.
- Strong written and communication skills with ability to write reports in a concise and focused style;
- Good communication and interpersonal skills;

8.0 SENIOR PUBLIC RELATIONS AND MARKETING OFFICER – 1 Vacancy

Nature and Scope:

The successful candidate will report to the Public Relations and Marketing Manager. He/She will be responsible for provision of publicity services, maintenance of bank's relationship with stakeholders and maintenance of local media services for public relations and marketing.

Key Responsibilities:

- Develop and manage the bank's relationship with Business associates, Government Ministries/Departments/Agencies, Embassies and the public;
- Monitor local media, analyze and review news and business events to inform management of significant developments and identify emerging future issues that might impact on bank's image;
- Assist in formulating and implementing appropriate market strategies and plans so as to attain set objectives;
- Plan for, prepare and produce leaflets, brochures, press releases, business leaflets and a website aimed at promoting the bank's products and image;
- Liaise with news media including issuance of press releases and responding to media inquiries concerning the bank;
- Coordinate advertising and promotion work for bank's products and services;
- Organize and arrange news conferences, press launches, exhibitions and trade fairs;
- Represent the bank and act as the spokesperson in public events;
- Lodge and closely follow up applications for securing residence/work permits for guests and expatriate employees of the bank, and ensure smooth receipt and dispatch of bank's guests and expatriates on their travel to and out of Tanzania;
- Carry out any other related duties as may be assigned to him/her by Supervisor from time to time.

Qualifications, Knowledge and Experience:

- University Degree in Public Relations, Marketing, International Relations, Business Administration or related discipline;
- At least three (3) years working experience in a banking/financial institution or related institution;
- Well-developed interpersonal and communication skills;
- Excellent presentation skills;
- Strong written and communication skills with ability to write documentation in a concise and focused style;
- Must be a team player, very self-motivated and able to manage and prioritize work load with minimum supervision;
- Computer literate with highly developed computer applications skills;

REMUNERATION

Tanzania Agricultural Development Bank Limited is an equal opportunity employer. The bank offers an attractive remuneration package, career development opportunities and excellent working environment.

MODE OF APPLICATION AND DEADLINE

Qualified candidates should apply in writing to or lodge their applications at the address shown below, enclosing:

- Application letter showing how they meet the requirements of the position;
- An up-to-date Curriculum Vitae;
- Contacts stating name in full, telephone numbers and e-mail addresses of the candidate;
- Copies of relevant certificates
- Names and full contacts of three (3) referees.

Closing date: Applications should reach the undersigned not later than **4.00 pm on Friday, 1st June 2018.**

Managing Director,
Tanzania Agricultural Development Bank,
3rd Floor Acacia Estates Building, Plot 84 Kinondoni Road,
P.O. Box 63372,
14109 DAR ES SALAAM.

Email: info@tadb.co.tz

For further information, please visit the Bank's website: www.tadb.co.tz