

**TANESCO SAVING AND CREDITS COOPERATIVE SOCIETY (TANESCO
SACCOS)**

EMPLOYMENT OPPORTUNITIES

BACKGROUND:

TANESCO Savings and Credit Co-operative Society was established in 1968 and registered under the Co-operative Societies Act No 17 of 1968 with registration number No 1843. TANESCO SACCOS is a licensed SACCOS with no. TCDC.022.0001.2018

TANESCO SACCOS opened up common bond to attract members from public and private institutions.

The SACCOS is located at the Head Office in Dar es Salaam serving member over the country. The core business of the Society is to mobilize savings, provide credit and other value added services to its members. At this end, TANESCO SACCOS would like to recruit competent employees to fill the following vacant posts.

TANESCO SACCOS is an equal opportunity employer and thus encourages all to apply.

1. ACCOUNTANT- Two Posts

KEY DUTIES:

- To prepare Bank Reconciliation and follow up the balance of Bank Accounts
- To maintaining schedule of deductions, Returns of loans and interests
- To prepare account reconciliation (Bank, ATM, MNOs, and other internal accounts)
- To prepare FOSA payment voucher
- To prepare Journals (Both bulk and single)
- To initiate TISS and EFT payments
- Any other relevant duties assigned by supervisor

MINIMUM REQUIREMENTS:

- First Degree or Advanced Diploma in Accountancy from recognized Institution of higher education
- At least two years working experiences as an Accountant or Bank Officer in financial institution
- Good communication skills (Fluent in English and Kiswahili both oral and Written) and a keen attention to details.

- Computer literacy – Ms Word, Ms Excel, Ms Access & Internet
- Registration with NBAA will be an added advantage

2. LOAN OFFICER - One post

KEY DUTIES:

- Implement credit policies and procedures pertaining to appraisal and approval of loan
- Ensure prompt response to members' inquiries pertaining to credit and proper communication thereon.
- Formulate, implement and review preventive, detective and corrective internal controls pertaining to the credit function
- Prepare periodical loans reconciliation report.
- Respond queries relating to loan
- Any other relevant duties assigned by supervisor

MINIMUM REQUIREMENTS:

- First Degree or Advanced Diploma in Accountancy from recognized Institution of higher education
- At least two years working experiences as an Loan officer
- Good communication skills (Fluent in English and Kiswahili both oral and Written) and a keen attention to details.
- Computer literacy – Ms Word, Ms Excel, Ms Access & Internet

ATTRIBUTES FOR ALL POSITIONS

- Demonstration of high ethical values
- Ability to operate efficiently and effectively under pressure and meet deadlines

REMUNERATION

An attractive compensation package will be offered to successful candidates. Terms of employment are performance based contract

MODE OF APPLICATION

Interested applicants who meet the above qualifications and conditions may submit their applications accompanied with detailed Curriculum Vitae (CV), with email address, telephone number, copies of relevant certificates/testimonials, and address of at least two referees. The applications should be addressed to:

**CHAIRPERSON,
TANESCO SACCOS,
P.O. BOX 54231, DAR ES SALAAM.**

Closing date is 22 March 2019. Only shortlisted applicants will be contacted for interview.