



Tanzania Agricultural Development Bank Limited (TADB) is a Government Development Finance Institution operating under the Ministry of Finance. TADB is registered under the Companies Act of 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 of 2012. The Bank operates as a Development Finance Institution under license number 002 issued by the Bank of Tanzania on 4th August 2015.

**TADB** was established to facilitate the attainment of two broad goals:

1. Contributing to the achievement of food self-sufficiency and security;  
and
2. Transformation of agriculture from subsistence to commercial in order to effectively and sustainably contribute to economic growth and poverty reduction.

1. **JOB TITLE: DRIVER II - 2 Vacancies: Zanzibar & Dar es Salaam**

**Nature and Scope:**

We are seeking reliable and skilled individuals for the role of Driver II to provide safe and efficient transportation services. This operational position requires strong driving expertise, attention to vehicle maintenance, and strict adherence to traffic regulations to ensure the safety of passengers and the integrity of the vehicle.

**Key Responsibilities:**

- Drive TADB's vehicles to designated destinations in strict compliance with traffic laws and company policies.
- Assume responsibility for the safekeeping and proper use of the vehicle and any equipment or tools entrusted to you.
- Maintain the cleanliness and overall condition of the vehicle, ensuring it is presentable and well-maintained at all times.
- Promptly report any mechanical defects, issues, or concerns detected in the vehicle for timely resolution.
- Handle the dispatch of documents, collection of mail, and photocopying of documents as needed.
- Maintain accurate records of vehicle movements, ensuring logs are up to date and reflect all relevant travel details.
- Perform basic diagnostics and address minor vehicle issues requiring immediate attention.
- Carry out any additional duties or tasks as assigned by the Supervisor, ensuring smooth operations and support to other departments as necessary.

**Qualifications, Knowledge, Experience:**

- Holder of Secondary School Education Certificate/Advanced Secondary School Education Certificate, with a valid Driving License Class C or E and Basic Driving Course.
- At least one (1) year of driving experience without causing accidents

## 2. **JOB TITLE: HUMAN RESOURCE OFFICER II**

### **Nature and Scope:**

We are seeking a detail-oriented and organized Human Resource Officer to manage a range of essential HR functions. This operational role requires strong knowledge of HR principles and practices, excellent communication and interpersonal skills, and meticulous attention to detail to ensure accurate record-keeping, effective employee relations, and efficient HR administration. This position involves supporting various HR processes, from recruitment and onboarding to performance management and employee relations, contributing to a positive and productive work environment.

### **Key Responsibilities:**

- Maintain accurate personnel records and statistics through collection, analysis, and tabulation of data.
- Manage the staff performance appraisal process.
- Address general disciplinary and grievance matters, ensuring fair and consistent application of policies.
- Support the recruitment process by compiling personal particulars for new employees and assisting with onboarding.
- Contribute to staff welfare initiatives, promoting employee well-being.
- Participate in the coordination of training, learning, and staff development programs.
- Assist in payroll preparation, ensuring accurate and timely processing.
- Maintain and update staff records and the HR database.

- Interpret and communicate HR policies to staff, ensuring consistent application and understanding.
- Perform other duties as assigned by the Supervisor.

**Qualifications, Knowledge, Experience:**

- Bachelor's Degree in Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Industrial Relations, Business Administration/Commerce (majoring in Human Resources Management) or equivalent qualifications from recognized institutions.

**Personal Attributes:**

- Very high level of integrity, honesty, and sense of responsibility.
- Ability to work under pressure and produce expected results.
- Ability to work in a dynamic team.
- Ability to self-manage, achieve results, and meet deadlines.
- Willingness to work beyond the call of duty.

**MODE OF APPLICATION AND DEADLINE**

To apply for these positions, please visit our TADB career portal at <https://www.tadb.co.tz/careers/>

or submit your application via email to: [careers@tadb.co.tz](mailto:careers@tadb.co.tz).

**Required Attachments:**

1. Application letter showing how you meet the requirements of the position.

2. An up-to-date Curriculum Vitae.
3. Contact information stating your name in full, physical address, telephone numbers, and email address.
4. Certified copies of relevant certificates.
5. Names and full contacts of three (3) referees.

Tanzania Agricultural Development Bank Limited is an equal opportunity employer. The Bank does not engage in practices that discriminate against any person employed or seeking employment. In line with our commitment to a diverse and inclusive workplace, we encourage applications from women and qualified candidates with disabilities.

Tanzania Agricultural Development Bank Limited fosters the strength and health of its workforce through a competitive benefits package, professional development, policies, and programs that support a healthy work/life balance.

**Closing date:** Applications should reach the undersigned not later than **4:00 pm on Friday, 28th February 2025.**

For further information, please visit the Bank's website: **[www.tadb.co.tz](http://www.tadb.co.tz)**

**Note:** If you have not heard from us four weeks after the closing date, consider your application unsuccessful.