VISIONFUND TANZANIA MICROFINANCE BANK LTD VACANCIES.

VisionFund Tanzania Microfinance Bank Ltd (VFT MFB) formerly known as SEDA is a fast growing and reputable Micro Finance Bank (MFB), has a loan book of more than TZs. 44 billion and more than 60,000 customer base, more that 5,000 of them being small holder farmers. VFT-MFB is seeking to employ a dynamic and committed Tanzanian young men & women who have passion for people's economic development to fill in the vacant position detailed here below;

Work reference no. 04/25

Position: People and Culture Officer

Reporting to: Senior People and Culture Officer

Responsibility:

The purpose of the P& C Officer is to perform a variety of basic personnel related clerical duties associated with filing and maintaining employment records. Customer service and compliance requirements related to People and Culture.

Main tasks

- Prepares and revise monthly payroll (Aruti payroll system)
- Update employee's data in HR`s systems (Aruti and workday)
- Updates on a regular basis, all employees' records in the HR computer package and These records include, personal background information, children's information, current status of employees and their location
- Maintains a complete and appropriate HR record keeping and filing system to ensure efficiency and confidentiality of all HR-related issues
- Custodian of all employee personal files & PC electronic and non-electronic documents

- Medical insurance administration for employees and dependents
- Manages all medical related issues for VFT – MFB staff and their eligible family members
- Custodian of all staff leave and leave related matters e. leave plans, leave approvals, leave advances e.t.c
- Provides general support to the Business Centre on People and Culture issues
- Responds to daily employees' questions/issues timely and in an appropriate

Education/Experience

- Bachelor Degree in Human Resources Management or related degree
- At least 3 years' experience in a professional HR environment
- Understanding and training in the Labour laws in Tanzania
- Experience with and proficiently in using Human resource information systems
- Payroll management and experience in benefits administration is preferred (experience in Aruti System and workday is an added advantage).

Special / Personal Abilities

- Highly developed sense of reliability and correctness
- Excellent trainer, facilitator, mentor and coach
- Innovative and analytical
- Very good planning skills
- Proficient in Micro Soft office applications
- Must be a self-starter, highly motivated, organized, and detail-oriented
- Model and demonstrates effective Christian leadership

About our working environment & organization culture:

VisionFund Tanzania Microfinance Bank has a calm and harmonious working environment where staffs are highly valued. Good work is recognized and rewarded accordingly and there is an opportunity to grow professionally and spiritually.

VisionFund Tanzania Microfinance Bank takes our Safeguarding responsibilities seriously and is committed to providing an environment that is safe from harm or abuse for adults, including clients, as well as children. Candidates will undergo criminal record and background/ reference check prior to employment.

Female applicants are particularly encouraged to apply!!

Mode of Application:

Interested and suitably qualified individuals should;

1. Forward their application letter, attaching certified copies of their academic and

professional certificates, detailed CV's with three referees and National ID to **application@vftz.co.tz**

2. All applications should be addressed to;

The Chief Executive Officer,

VisionFund Tanzania Microfinance Bank Limited

P.O. Box 1546,

Arusha, TANZANIA.

3. The position should be the subject of the email

4. The deadline for the application is on 12th February,

N.B. Only short-listed candidates will be contacted.

Disclaimer

VisionFund Tanzania Microfinance Bank would like to inform the general public that it has not engaged any consultant/agent to conduct recruitment on its behalf.