



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.

Finance Accelerating Savings Group Transformation (FAST): FAST loan is cashless, digital and paperless whereby a credit is provided as one loan to the whole group for them to lend out amongst their members based on their constitution.

Work reference no. 06/25

Position: Field Officer Supervisor

Reporting to: Business Center Manager

Responsibility:

1. Setting/Agreeing targets with Field officers
2. Agreeing daily activity plan with Field officer
3. Monitor Field Officer Performance on regular
4. Continuously coach and train Field
5. Monitoring FAST Loan

Main tasks;

- Identify training needed for different cadre of staff engaged with the FAST product
- Plan & Coordinates trainings in collaboration with People & Culture for Field Officers, Business Center Managers and other VisionFund Tanzania staff as the need arises
- To monitor Field Officers performance on daily basis
- To Monitor the performance of loans and other financial services offered to FAST groups

- To develop a roll out plan which includes, location, staffing plan and required budget
- To oversee/implement the recruitment/hiring/onboarding of field officers in collaboration with People & Culture
- To liaise with IT to set up necessary channels including the functioning of Kobo/ODK/LMMS and mobile money where possible
- Ensure proper reporting of FAST loans in core banking system and Bankbi
- Responsible for timely submission of quarter client
- Coordinate and support impact surveys as needed
- Collect and share lessons learned with wider SG implementing MFIs

Education/Experience; –

1. Bachelor degree in any of;
 1. Rural development,
 2. Sales and Marketing,
 3. Business Administration, Economics
 4. Community development
2. Ability to work in remote areas
3. Have a valid motor cycle driving license
4. Solid understanding on Village Saving and Lending system or S4T model
5. Must be fluent in English
6. Excellent knowledge of MS Office

Special / Personal Abilities; –

- Ability to resolve conflicts
- Ability to communicate (Excellent in writing and speaking)
- Ability to negotiate and pursuing
- System Analysis and Development
- Organized, accurate and able to manage multiple tasks under tight deadlines
- Knowledge of Micro Finance Credit business operations, Accounting and Banking operations is preferred
- Basic understanding of Business (Financials, Profit/Loss and Budgeting)
- Equipped with project management essential elements (Management of time, cost, scope and quality)

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 vftHRstaff@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 **21stFebruary,**

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.