



## CAREER WITH BRAC TANZANIA FINANCE LTD

### ADVERTISEMENT: EXTERNAL RECRUITMENT

**BRAC TANZANIA FINANCE LIMITED (BTFL)** is the largest Microfinance organization with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically.

**BRAC** Tanzania Finance LTD is seeking female applications from competent, dynamic, and self-motivated individuals to fill the following position.

**Job Location: Mtwara, Lindi, Dar es Salaam, Zanzibar & Morogoro.**

**Job Title: Community Organizer Interns**

#### **Job responsibilities:**

- Organizing and managing clients to facilitate transactions with the organization and contribute to developing the portfolio of the branch.
- Admission of new clients according to target and facilitating loan disbursement to ideal borrowers.
- Identification of potential clients through survey.
- Ensuring installment collection on the definite collection date and giving effort to overdue realization as per set target.
- Execution of work according to regulations and circulars
- Prepare weekly and monthly report.
- Ensure the implementation of safeguarding standards in every course of action.

#### **Required Qualifications and Experience:**

- Graduate or diploma education level majoring Business Administration, Commerce, Finance, Marketing, Public Administration or Microfinance Management & Enterprise Development or any equivalent field from a recognized university.
- Fresh with field practical/study or 1 to 2 years or experience in Microfinance industry or from equivalent from other related programmes.
- Strong People or relationship skills with customer service
- Teamwork Orientation
- Action and Results oriented with good time management and analytical skills.
- Excellent oral and written communication skills in English and Kiswahili

How to apply:

If you feel you are the right match for the above-mentioned position, please apply by sending in one (1) renamed PDF combining your updated CV, cover letter, and certified degree/ diploma & transcript certificate through email to: [recruitment.tanzania@brac.co.tz](mailto:recruitment.tanzania@brac.co.tz) with the subject "**Community Organizer Intern**".

**The application deadline is 28.03.2025**

*Only shortlisted candidates will be contacted.*

**\*\*\*BRAC Tanzania is an equal opportunity employer and is against all forms of Exploitation, discrimination and harassment at workplace.**



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**BRAC** Tanzania Finance LTD is seeking applications from competent, dynamic and self-motivated individuals to fill up the following position.

**Job Location: Mtwara, Lindi, Dar es Salaam, Zanzibar & Morogoro.**

**Job Title: Branch Accountant Interns**

#### **Job responsibilities:**

- Preparation of vouchers, making payments, preparation of registers, preparation of monthly reports, maintaining registers.
- Ensure day-to-day updating registers.
- Cash Vs Bank reconciliation on a daily basis.
- Posting and daily update of the system.
- Review and correct all errors previously raised during regular visits and ensure system matches documentation.
- Assets management includes assets reconciliation, tagging assets and physical verification of assets.
- To support Internal and External Audit and reply to the Audit report timely.
- Ensure the implementation of safeguarding standards in every course of action.
- Any other duties assigned by your supervisor

#### **Required Qualifications and Experience:**

- Graduate or diploma education level majoring Banking, Finance & Accountancy or any equivalent field from a recognized university.
- Fresh with field practical/study or 1 to 2 years or experience in Microfinance industry or from equivalent from other related programmes.
- Interpersonal communication skills (English & Kiswahili)
- Entrepreneurship knowledge, Skills and competencies
- Accounting skills, analytical mindset, Income Tax and financial law knowledge
- Conversant with Ms Excel, word and web related systems

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