



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;

1. Position: IT Technical Support

Work Reference No. 12/25

Reporting to: Senior Infrastructure and Integration Officer

Job Purpose

This position is part of the IT operations team of VisionFund Tanzania and its purpose is:

- To ensure users computers and applications are available
- To ensure all users IT facilities specifications during acquisitions are per approved standard
- To ensure trainings to staff in regard to use of services, applications and computers are adequately attended
- To ensure all staff enquiries are attended diligently via IT helpdesk

Main tasks

- ***Planning and System Development:***

- Work with the Supervisor on executing annual plan into workable monthly breakable smart goals

- ***Relationship management with partners:***

- Act an excellent representative by working diligently to improve SLA;

- ***IT Security Implementation***

- Work with Supervisor to implement IT Security standards

- ***Maintain business continuity processes:***

- Make sure user office data backup are implemented technical member of Disaster Recovery Testing

- ***IT department management:***

- Work with the Supervisor on Identifying training needs for career development
- Do training to users is effectively and efficiently

- ***End user ICT facilities maintenance***

- Maintain user IT facilities regularly
- Install, assemble, configure all computer equipment's
- Troubleshooting of computers, hardware and software
- Repair of the hardware and software
- Work with network admin to maintain network devices

- ***Data centers facilities maintenance***

- Maintain user IT facilities regularly
- With supervisor direction Install, assemble, configure all computer equipment's
- Troubleshooting of computers, hardware and software
- Repair of the hardware and software

- ***Supports end users and branch operations***

- Involves in branches/centers visits for maintenance
- Ensures all end users operating systems and other applications had valid authorized license
- Ensures all end users operating systems and other applications are up dated patches

- ***Anti-Virus management***

- Deploy latest patches and database updates
- Keeping backups of old environments before migrations

- ***Helpdesk Operations***

- Supervise end-user support SLA is adhered via IT helpdesk; this includes problem solving activities, conflict resolution, escalations.
- With IT Helpdesk attendants prepare daily helpdesk report
- Consolidate daily report and makes weekly helpdesk report and submit to your supervisor

- ***Qualifications/ Experience:***

- BSC. or Diploma in ICT, IT or Computer Science
- Proficiency in IT support
- Good knowledge of customer care and good skills in personal planning and execution
- 2 years' experience in handling IT support job
- Good knowledge of WV and VFI partnership as an added advantage
- Linux and Windows operating systems best knowledge
- Capacity and willing to take responsibility and develop sense of righteousness
- Proven ability to prepare and report various deliverables on time
- Proven problem resolver who shows both leadership and delegating skills

- Should demonstrate maturity and provide strong spiritual leadership
- Continually improving and developing new skills
- Should be a role model for other staff in work and life balance

Other attributes

- Good communication and writing skills.
- High level of integrity and honest
- Should have ability to interact with External stakeholder and Regulatory Authorities
- Excellent analytical skills particular system analysis
- Determines personality with initiative, perseverance and ability to motivate and manage a team.

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;

18. 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 application.
4. The deadline for the application is on **13th July, 2025.**

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

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3. Position: Finance Officer – Management Accountant Reporting to: Finance and Treasury Manager

Work Reference No. 11/25

Job Purpose

- Preparation of Financial & Reconciliations and other reports for Internal and External Stakeholders including Management, Regulators and the Group
- Analyses and Interprets financial information that helps to make business decisions to improve efficiencies

Main tasks

- **Report preparations and Interpretation**
 - Ensure compliance with the reporting requirements as per VFT MFB Policy and relevant regulations particularly the Central Bank reports
 - Prepares various reports for Management, VFI, Regulators and other stakeholders in accordance with the requirements and specified frequencies.
 - Analyses and Interprets reports to provide insights and recommendations regarding financial performance and compliance to various set limits
 - Monitor Covenants and Prepare Grant and similar reports for Donors and Lenders.
- **Budget Preparations and Monitor Cost Against Budget**
 - Provide input in the preparation of budget
 - Advise Finance Officers(payment) on budgetary control

- Monitoring all costs to ensure that they are rational and advise payment officer on the relevant checks
- Provides insight on various costs patterns and recommend ways to make savings (e.g. considerations on switching service providers and suppliers e.t.c)
- **Month End Process**
 - Conducts various reconciliations of all key components of the Financial Reports (Internal Accounts) to ensure accuracy on month and year end/ closure process
 - Monitoring Suspense accounts to ensure all movements are correct and justifiable and also items are cleared in good time
 - Review and capturing of presented Loan write offs
 - Maintaining Head Office Accounts and Subsidiary ledgers for all assets and liabilities
- **Support in Audit/Examination exercises**
 - Actively involved in supporting audit exercises
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 - Produce various reports in the format and manner required by auditors /examiners
 - Assist Finance Manager to attend to inquiries both on-site and off-site
 - Any other duties as assigned by CFO from time to time
 - Monitoring closure of audit issues

Qualifications/ Experience:

- Certified Public Accountant (CPA-T) or Similar qualifications
- BA. in Accounting or similar qualification.
- Must have a clear understanding of micro finance industry or banking and technology
- Very good knowledge and comfort dealing with financial information
- Very good analytical & reporting skills
- Meet local regulatory requirements
- Good knowledge of WV Grant accounting requirement

- Proficient in Microsoft office application
- Be a good leader
- Very good communication and marketing skills (both written and verbal)

Other attributes

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