



Head Office: PSSF Millennium Towers II, Bagamoyo Road  
P.O Box. 9300, Dar es Salaam, Tanzania  
Telephone: +255 22 2162940 Fax: +255 22 2114815  
website: [www.tcbbank.co.tz](http://www.tcbbank.co.tz)  
Email: [ceo@tcbbank.co.tz](mailto:ceo@tcbbank.co.tz)

## JOB VACANCY- 2 POSITIONS

### ABOUT US:

Tanzania Commercial Bank is a Bank that provides competitive financial services to our customers and creates value for our stakeholders through innovative products with a vision “to be the leading bank in Tanzania in the provision of affordable, accessible and convenient financial services”. As part of organizational development and management of its human capital in an effective way, Tanzania Commercial Bank commits itself towards attaining, retaining and developing the highly capable and qualified workforce for Tanzania Commercial Bank betterment and the Nation at large.

|             |                                |
|-------------|--------------------------------|
| Position:   | Project Officer (IT Personnel) |
| Department: | Project Management             |
| Reports to: | Project Manager                |
| Location:   | Head Office                    |

### POSITION OBJECTIVE

To provide a wide variety support on management of projects from inception to completion, utilizing skills in planning, coordination, and team leadership to deliver high quality results on time and within budget. With a focus on clear communication, risk mitigation and stakeholder engagement, the objective is aimed to drive project success and exceed expectations while fostering a collaborative and motivating work environment.

### KEY RESPONSIBILITIES

- ❖ To help organize, oversee and implement IT related projects work and solutions
- ❖ To provide additional tech support to our internal customers, and to the Project Team
- ❖ To support overall project implementation of infrastructure and systems
- ❖ To provide initiations of environment to ensure project kick-off are done

smoothly with a clear roadmap from front end to bank end.

- ❖ To liaise with the project team implementers and agree on the best project lifecycle to be followed and tracked.
- ❖ To provide classroom tech overview for new systems that are implemented and estimate timescales
- ❖ To provide training for staff on how to use new systems implemented.
- ❖ To ensure every project task complies with TCB project guidelines and framework
- ❖ To ensure daily progress reports are captured.
- ❖ To provide necessary skills to avoid stacking of project and ensuring forecasted outcomes are anticipated in prior
- ❖ Any other duties that may be assigned from time to time by or through line manager

### **QUALIFICATIONS, SKILLS & EXPERIENCE**

Holder of Bachelor Degree in Business Information Technology, Computer science, Electronic Science & Communication, Computer Engineering Information & Technology, Electronics Engineering, Telecommunication Engineering or equivalent qualifications from recognized institutions.

- Strong understanding of project management methodologies and best practices, with experience.
- Excellent leadership and interpersonal skills, with the ability to effectively collaborate with diverse stakeholders and motivate cross-functional teams.
- Exceptional organizational and problem-solving abilities, with a keen attention to detail and a focus on delivering high-quality results.
- Proficiency in project management tools and software, such as Microsoft Project and familiarity with relevant technology platforms and systems.

### **PERSONAL ATTRIBUTES AND BEHAVIOURAL COMPETENCIES**

- Ability to demonstrate Tanzania Commercial Bank core values: - Customer Focus, trustworthy, Creativity, Teamwork and Excellence
- Ability to priorities work and to meet deadlines.

- Ability to work quickly, accurately and consistently when under pressure.
- A methodical and well-organized approach to work.
- Mature and able to work in a confidential environment.
- Has sound judgment, common sense and good humor.

The position will attract competitive salary packages and benefits.

**Applicants are invited to submit their resume via the following link:-**

<https://www.tcbbank.co.tz/careers> applications via other methods will not be considered. Applicants need to fill their personal information, academic certificates, work experiences, and application letter. Other credentials will be submitted during the interview for authentic check and administrative measures.

Tanzania Commercial Bank has a strong commitment to environmental, health and safety management. Late applications will not be considered. Short listed candidates may be subjected to any of the following: a security clearance; a competency assessment and physical capability assessment.

**Deadline of the Application is 28<sup>th</sup> August 2024.**



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## JOB VACANCY- 1 POSITIONS

### ABOUT US:

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|             |                            |
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| Reports to: | Project Manager            |
| Location:   | Head Office- Dar es Salaam |

### POSITION OBJECTIVE

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### KEY RESPONSIBILITIES

- ❖ To help organize, oversee and implement projects work and solutions
- ❖ Helping project managers draft proposals and project plans to share with stakeholders
- ❖ Analyzing project specifications and requirements to determine accurate quantities of materials and resources needed
- ❖ Ensuring compliance with industry standards, regulations and quality

assurance processes

- ❖ Coordinating schedules with members of the project team
- ❖ Taking notes during project planning meetings
- ❖ Creating resource lists or guidelines for project team members based on the project plan
- ❖ Checking on team members' progress during their phase of the project
- ❖ Conducting research into the technology or resource requirements for specific projects
- ❖ Uploading materials to project management platforms
- ❖ Compiling data and creating reports for project managers
- ❖ Conducting tests on project results
- ❖ Taking part in post-project sessions to discuss results and suggest improvements
- ❖ Completing other administrative tasks From line managers
- ❖ Any other duties that may be assigned from time to time by or through line manager

### **QUALIFICATIONS, SKILLS & EXPERIENCE**

Holder of Bachelor Degree in Project Management, Project Planning & Management, Statistics and Quantity Surveying or equivalent qualifications from recognized institutions.

- Strong understanding of project management methodologies and best practices, with experience.
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