

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/146

24th August, 2022

1.0 BACKGROUND INFORMATION

On behalf of The Tanzania Commercial Bank PLC (TCB), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill one **(1)** vacant post of the Chief Executive Officer of Tanzania Commercial Bank PLC (TCB).

2.0 TANZANIA COMMERCIAL BANK PLC (TCB)

Tanzania Commercial Bank PLC (TCB) is one of the oldest bank in Tanzania tracing its history since 1925 when Tanganyika was under British Rule and was then known as Tanganyika Postal Office Savings Bank (TPOSB). It later became a Savings Bank under the then East African Post and Telecommunications Corporation which ceased to operate after the collapse of the East African Community and led to the formation of The Tanzania Posts & Telecommunications Corporation (TP&TC). The Tanzania Post Office Savings Bank was formed under TP&TC and continued its operations until 1991 when it was transformed into a separate entity from TP&TC as Tanzania Postal Bank (TPB) by The Act of Parliament No. 11 of 1991 which was repealed in 2015. In 2016 the bank was incorporated under the Companies Act (Cap 212) as TPB Bank PLC and in 2018 TPB Bank PLC was merged with Twiga Bancorp Limited and Tanzania Women's Bank Limited. In 2021, TIB Corporate Bank Limited and TPB Bank PLC were merged to form Tanzania Commercial Bank Plc (TCB). Over the years TCB has been transformed into one of the largest and most profitable commercial bank in Tanzania.

TCB offers the full suite of financial solutions and has a track record of being one of the most innovative banks in Tanzania. TCB has 1,093 employees, 82 branches, 84 ATM's and over 3,800 agents' country-wide. It is a universal bank that serves both the bottom of the pyramid (low end market) up to the top of the pyramid (high-end market). The activities of the bank are regulated and supervised by the Bank of Tanzania (BOT) and the Government of Tanzania (GOT) is the majority shareholder with minority stakes held by the Tanzania Posts Corporation, the Revolutionary Government of Zanzibar, Posta na Simu Savings and Credit Society, Public Service Social Security Fund and Workers Compensation Fund. The following are the detailed requirements for the post:

POST	CHIEF EXECUTIVE OFFICER
EMPLOYER	TANZANIA COMMERCIAL BANK PLC (TCB)
REPORTS TO	BOARD OF DIRECTORS
SUPERVISES	HEADS OF DIRECTORATES AND UNITS
KEY COMPETENCIES/ ATTRIBUTES	<ul style="list-style-type: none"> i. Visionary, Strategic thinker, Scenario Analyst and Planner; ii. Business continuity mindset; iii. High level of integrity for sustaining the banks credibility within the context of nationally, regionally and internationally corporate governance principles, frameworks and practices; iv. Excellent interpersonal, communication, public relations and customer relationship skills so as to work collaboratively with diverse stakeholders; v. Business acumen, Commercial awareness and Entrepreneurship skills; vi. Capacity to analyze and interpret big data and make sound decisions in a complex environment; vii. Excellent Risk Management Skills; viii. Ability to build teams, Foster team spirit, oversee and lead teams with diverse disciplines and expertise and unify their efforts within the development financing agenda; ix. Excellent performance management skills; x. Ability to create value proposition for various internal and external stakeholders of the bank;

	<ul style="list-style-type: none"> xi. Proven Service Marketing skills for promotion of the bank locally, regionally and internationally; xii. Knowledge of nationally, regionally and internationally practices in Commercial Banking and Financing; xiii. Treasury, Assets and Liability management skills; xiv. Commercial Credit Management Skills; xv. Microfinance Finance Management skills and techniques; xvi. Understanding of public policies, laws and regulations related to the Banking Industry in Tanzania; xvii. Knowledge of the best national, regional and internationally accepted banking practices; xviii. Ability to interpret policy objectives for establishment of the Bank, the country's development agenda, economic policies and position the bank in implementation of the policies and agenda; xix. Understanding of public policies, laws and regulations related to the Commercial Banking locally, regionally and internationally; and xx. Ability to Innovate and create banking solutions to high end and low-end markets.
JOB SUMMARY	<p>Manage and transform the Tanzania Commercial Bank (PLC) to be a profitable and credible bank locally, regionally and internationally within the context of digital economy and the 4th Industrial Revolution and ensure the operations of the bank are conducted in accordance with the provisions of the State Laws, Regulations and Guidelines of The Bank Of Tanzania and Government policies.</p>

DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> i. Coordinating the supervision of the activities of the bank and ensuring that they comply with country laws, BOT regulations and Guidelines, internal policies and procedures, Board directives and generally accepted banking practices; ii. Managing the day to day operations of the bank so as to ensure that the bank operates within sound commercial principles; iii. Leading the management team in supervising the implementation of the Bank's Strategic Plan and ensuring that the targets set therein are achieved; iv. Ensuring the Annual Business Plan is prepared and submitted to the Board of Directors for approval and the operations of the bank are in conformity with approved business plan; v. Ensuring that the annual budgets are prepared and submitted to the Board of Directors for approval for every ensuing year and that the bank operations are conducted within the approved budget; vi. Ensuring the bank performance reports including progress reports on the financial performance and staff development are prepared and submitted to the Board of Directors quarterly; vii. Ensuring the financial accounts of the bank are audited every year and reports submitted to the Board of Directors in accordance requirements of the law; viii. Ensuring various Policies and Programs for management of operational risks, credit risks, liquidity risks, foreign exchange risks and any other inherent risks are put in place and implemented accordingly;
------------------------------------	---

	<p>ix. Supervising recruitment, performance evaluation, promotion or disciplining of employees whose recruitment are within the powers of Management;</p> <p>x. Monitoring the effectiveness of the Organization Structure of the bank and proposing to the Board of Directors changes when deemed necessary;</p> <p>xi. Building effective working relationship with Government leaders, Regulatory Bodies and Business Partners in the market;</p> <p>xii. Motivating, coaching and developing high performance teams; and</p> <p>xiii. Undertaking any other duties that may arise as assigned by the Board of Directors or as result of government policy and strategic directions.</p>
QUALIFICATION	Master's Degree in the following fields: - Business Administration, Finance, Accounting, Banking, Economics, Marketing, Law or Entrepreneurship from a recognised Institution. Holding a PhD in any of the above fields will be an added advantage.
LANGUAGES	Preferably Kiswahili and English. Knowledge of other languages such as French, Spanish, Arabic and Chinese will be an added advantage.
EXPERIENCE	Must have at least ten (10) years working experience in related field, five (5) years of which should be in a Senior Management position.
AGE LIMIT	Not more than fifty-five (55) years.
TERMS OF EMPLOYMENT	Contractual between three (3) to five (5) years renewable based on performance.
REMUNERATION	Negotiable

APPLICATION TIME LINE	Twenty-one (21) days from the date of the advertisement.
----------------------------------	--

3.0 GENERAL CONDITIONS

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts, postal address/post code, e-mail and telephone numbers;
- ii. All applicants must be Citizens of Tanzania;
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates: -
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
 - Form IV and Form VI National Examination Certificates.
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable).**
 - Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips.
 - Testimonials and all Partial transcripts.
- vii. An applicant must upload a recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his/her respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building-University of Dodoma and Dr. Asha Rose Migiro Buildings – Dodoma;**
- xiv. Deadline for application is **13th September, 2022;**
- xv. Only shortlisted candidates will be informed the date of interview; and
- xvi. Presentation of forged certificates and other information will necessitate legal action;

NOTE: *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address can also be found at PSRS Website, Click 'Recruitment Portal')*

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

