



UCHUMI COMMERCIAL BANK LTD

JOB OPPORTUNITY

Uchumi Commercial Bank Limited is currently seeking to recruit suitably qualified, dedicated, self motivated and competent Tanzanians to fill the following vacancy positions.

Job Position : Business Development and Marketing officer
Reporting Line : Business Development and Microfinance Manager
Working station : MOSHI.

KEY RESPONSIBILITIES

- To innovate and create ideas for improvement of the bank services and products compared to other financial services provider.
- Analyze current customer base, including portfolios and rolodexes, to identify potential sales opportunities.
- Build strong relationships with customers, outside business contacts, and company stakeholders.
- Review and communicate proposals and cost estimates to customers and stakeholders.
- Negotiate timelines and budgets.
- Develop and test unique business strategies and concepts.
- Collaborate with colleagues and peers on the sales, marketing, and product development teams to improve overall customer experience and satisfaction.
- Perform market research to identify new opportunities and engage with executives to establish strategies for pursuing those new opportunities.
- Create and improve proposals for our existing and new clients.
- Increase overall sales efficiency and profitability through excellent salesmanship.
- Undertake marketing campaigns and organizing marketing events and promotion activities.
- Coordinate with other departments to introduce various offers for the customers which can act as effective marketing tools.
- Manage advertisements online and offline.
- Manage press releases, bulletins and other similar tasks.
- Monitor the impact of the marketing strategies adopted on the sale of the products and make necessary amendments in strategies.
- Any other duties that may be assigned from time to time by your supervisor.

EDUCATION:

Degree in Bachelor of Arts in Public Relation and Marketing, Banking and Finance, Bachelor of Economics or any other related field.

EXPERIENCE, SKILLS AND ATTRIBUTES:

- Three (3) years working experience in banking industry dealing with marketing, Business Development and banking operations.
- Masters Degree in related field will be considered as an added advantage.
- Decisiveness, Resilience and Resourcefulness.
- Performance orientation and strong problem solving.
- Good communication and high level of interpersonal in writing skills and reporting.

- Good Presentation skills.
- Strategically aware of the business environment.
- Change oriented and adaptable.
- Dynamic and self starter.

JOB TITLE : INFORMATION COMMUNICATION AND TECHNOLOGY OFFICER
Reporting Line : Information Communication and Technology Manager
Location : MOSHI

KEY RESPONSIBILITIES:

- Attend to help desk inquiries and ensure that calls are dealt with in a timely manner.
- Ensure that IT services provided are compliant with both legal and operations Policy requirements and that auditable report are maintained in accordance with the best practice and established arrangements.
- Managing the SWIFT/TISS and ATM activities
- Sending monthly report to different authorities
- Preparation of periodic report
- Monitoring business continuity and disaster recovery programs in the bank
- Setup of user and email accounts and network / telephone cabling.
- Monitor the network, servers and communications systems and troubleshoot problems in order to maintain the highest level of availability.
- Maintain high standards of service for Printers, Scanners and Pc's.
- Backup all data daily, archive unused data onto tapes as required and recover data from backup and archive tapes as required.
- Ensure that email system is operating effectively and maintaining technical support documentation in accordance with the procedures.
- Ensure that all works are carried out in a safe manner that complies with company and legislated requirements.
- Transfer knowledge to other employees to enable smooth handovers and improved technical base within the department thus leading to consistent level of ICT services delivered to the company.
- Perform any other duties related to Information technology that may be assigned by the ICT Manager

EDUCATION:

Degree in Computer Science, Computer Science in Engineering, Information and Communication Technology or any other related field.

EXPERIENCE, SKILLS AND ATTRIBUTES:

- 3 years working experience in ICT Systems Administration and Management.
- Experience in using Bankers Rim system and knowledge on using and solving system problem
- Decisiveness, Resilience and Resourcefulness.
- Performance orientation and strong problem solving.
- Good communication and high level of interpersonal skills.
- Strong commercial acumen.

Applicant should send a **sealed** written application including a current CV addressing the above criteria giving full details of previous and current employment, qualifications and referees to General Manager, Uchumi Commercial Bank Limited, P.O. Box 7811 MOSHI & E-mail: hr@uchumibank.com.

Uchumi Commercial Bank Limited has a strong commitment to moral, confidentiality and safety management. If you are not contacted by Uchumi Commercial bank Limited within fifteen days (14) days after the closing date, you should consider your application as unsuccessful. Late applications will not be considered. Short listed candidates may be subjected to any of the following: a security clearance; a competency assessment; physical capability assessment, reference checking.

Please forward your applications before the 31st October 2018