

VACANCY ANNOUNCEMENT

Position: Officer – Internal Audit
Location: Dar es Salaam
Reports to: Internal Audit Manager

About First Housing Finance (T) Limited

First Housing Finance (T) Limited is a specialized mortgage finance institution committed to promoting home ownership by offering accessible and innovative housing finance solutions. We uphold high standards of transparency, integrity, and professionalism in delivering value to our stakeholders.

Position Summary

We are looking for a highly motivated and detail-oriented **Officer – Internal Audit** to join our Internal Audit team. The successful candidate will play a key role in conducting audits and reviews of internal processes to ensure compliance, improve efficiency, and support risk management efforts.

Key Responsibilities

- Assist in the development and execution of the annual audit plan.
- Conduct internal audits and assessments to evaluate the adequacy and effectiveness of internal controls, risk management, and governance processes.
- Prepare clear and concise audit findings and recommendations for management.
- Follow up on the implementation of audit recommendations.
- Support the Internal Audit Manager in performing special audits and investigations.
- Maintain proper audit documentation in accordance with internal audit standards.
- Collaborate with various departments to ensure operational and financial controls are in place and effective.

Qualifications and Experience

- Bachelor's degree in Accounting, Finance, Auditing, Information Technology or a related field.
- A minimum of 2 years of relevant work experience in internal or external audit or Information technology.
- Progress toward or possession of a professional certification such as CPA (T), ACCA, CIA, or CISA is an added advantage.
- Strong analytical, communication, and report-writing skills.
- Proficiency in Microsoft Office applications and basic knowledge of audit software.
- High integrity, objectivity, and commitment to confidentiality.

How to Apply

Interested candidates are invited to submit their **CV** and a **cover letter** outlining their qualifications and relevant experience to:

✉ info@firsthousing.co.tz no later than **04th July 2025**.

📌 VACANCY ANNOUNCEMENT

Position: Senior Relationship Officer

Location: Dar es Salaam

Reports to: Business Manager

About First Housing Finance (Tanzania) Limited

First Housing Finance (Tanzania) Limited is a specialized mortgage finance institution committed to promoting home ownership by offering accessible and innovative housing finance solutions. We uphold high standards of transparency, integrity, and professionalism in delivering value to our stakeholders.

Position Summary

We are seeking a highly motivated and detail-oriented professional to join our team as **Senior Relationship Officer**. This role is crucial in expanding and maintaining strong client relationships, driving mortgage portfolio growth, and ensuring the delivery of exceptional customer service.

Key Responsibilities

- Develop and manage relationships with new and existing clients to generate mortgage business.
- Identify customer needs and provide suitable housing finance solutions.
- Ensure timely follow-up and processing of client applications and required documentation.
- Monitor loan performance and manage client portfolios to mitigate credit risk.
- Collaborate with internal departments to ensure seamless service delivery to clients.
- Participate in product promotions, marketing campaigns, and client engagement activities.
- Facilitate and oversee the disbursement of mortgage loans.

Qualifications and Experience

- Bachelor's degree in Business Administration, Finance, Banking, or a related field.
- Minimum of **3 years' experience** in a similar role, preferably within the banking or mortgage finance sector.
- Strong knowledge of credit analysis, mortgage products, and relevant financial regulations.
- Excellent communication, interpersonal, and negotiation skills.
- Proven ability to build and maintain lasting customer relationships.

How to Apply

Interested candidates should submit their **CV** and a **cover letter** detailing their qualifications and experience to:

✉ **info@firsthousing.co.tz**

🕒 **Deadline:** 04th July 2025

★ *Please clearly indicate "Senior Relationship Officer Application" in the subject line of your email.*

Only shortlisted candidates will be contacted.