



# TRA SACCOS LTD

## INTERNSHIP OPPORTUNITIES

"Are You Ready for a Career Growth in Accountancy, HR, Marketing, Credit or IT? Apply now for an Internship at TRA SACCOS LTD!"

### INTRODUCTION

TRA SACCOS LTD is excited to offer **internship opportunities** for qualified and highly motivated individuals in the following fields: **Accountancy, Human Resources, Member Services, Credit and IT.**

**All positions are based in Dar es Salaam and mode of engagement is fulltime for a period of six (6) months.**

### Position 1: Computer Systems Analyst (Generalist) (1 Vacancy)

#### 1.1 Job Summary:

We are seeking a Computer Analyst specializing in System Administration to maintain, secure, and optimize our IT infrastructure.

#### 1.2 Qualifications:

- Bachelor's degree in Computer Science, IT, or related field, with upper class or above.
- Strong knowledge of system administration (Linux/Windows servers, networking).
- Proficiency in database management (SQL/NoSQL).
- Proficiency in Active Directory, VMware, and cloud platforms (AWS/Azure).
- Strong scripting skills (PowerShell/Bash/Python).
- Knowledge of networking fundamentals (TCP/IP, VPN, Firewalls).
- Automate repetitive tasks using PowerShell, Bash, or Python scripts.
- Applicants with 2+ years of experience in system administration (Windows/Linux) will be added advantage.

### Position 2: Computer Analyst – Database & Programming (1 Vacancy)

#### 2.1 Job Summary:

We are seeking a technically proficient Computer Analyst with expertise in database administration, programming and system optimization, to enhance our data infrastructure, automate workflows, and ensure peak system performance.

#### 2.2 Qualifications:

- Bachelor's degree in Computer Science, Information Systems, or related field with upper class and above.
- Expertise in SQL, database tuning, and scripting (Python/Shell).
- Any Programming skills e.g Python, Java, Net etc (scripting/automation focus).
- Hands-on experience with Linux/Windows server administration.
- Strong understanding of data security and compliance.
- Applicants with 2+ years of experience in database administration & system management is added advantage.

### Position 3: Accounts- (2 Vacancies)

**3.1 Job Summary:** The Accounts Intern will support the Finance and Accounts Department in day-to-day accounting tasks, including data entry, document filing, accounts reconciliations, preparation of basic financial reports, recording daily financial transactions into accounting systems, Support bank and member account reconciliations.

#### 3.2 Qualifications

- Holder of Bachelor Degree either Accountancy, Commerce or Business Administration majoring in Accountancy with upper second class or above.
- Applicants with CPA (T) or ACCA professional qualifications registered with NBAA will be added advantage.
- Applicants with 2+ years of experience in accounts or finance is added advantage.

### Position 4: Credit intern (1 Vacancy)

#### 4.1 Job Summary

The Credit Department Intern will support the Credit team in various stages of the loan management cycle, including loan application appraisal, disbursement, collection, and recovery.

#### 4.2 Qualifications

- Holder of Bachelor Degree either Banking, Statistics, Economics, Finance, Commerce or Business Administration majoring in Finance with upper second class or above.
- Applicants with 2+ years of experience in accounts or finance is added advantage.

### Position 5: Member Services Intern (1 Vacancy)

**5.1 Job Summary:** The intern will be responsible for developing and executing comprehensive marketing strategies that enhance the visibility of TRA SACCOS LTD in the marketplace, engage potential members, and support the promotion of our services.

#### 5.2 Required Skills and Qualifications:

- Bachelor's degree in Marketing with upper second class and above.
- Proven experience in marketing, preferably in financial services, cooperatives, or membership-based organizations will be added advantage.
- Strong understanding of digital marketing channels, including social media and email marketing.

### Position 6: Human Resources Intern (1 Vacancy)

#### 6.1 Job Summary

The Human Resources Intern will provide critical administrative support to the Manager. The role involves assisting with HR operations, employee relations, record management, and helping the Manager with various day-to-day administrative tasks.

#### 6.2 Qualifications:

- Bachelor's degree in Human Resource Management or Public Administration with upper second class or above.
- Strong organizational and multitasking skills.
- Good understanding of HR practices, labor laws, and general office administration.

**All candidates should:** Be proficient in Microsoft Office (Word, Excel, PowerPoint); Have strong communication skills (both written and verbal) in English and Kiswahili; Have ability to work independently, manage time effectively, and take initiative; Have creative thinking and problem-solving ability; Be not more than 30 years of age.

#### Mode of Application

Interested and suitably qualified Tanzanians should forward their applications on or before 03<sup>rd</sup> July 2025; a well written application letter, a detailed up to date CV and copies of all academic and professional certificates to this email: [internship@trasaccos.co.tz](mailto:internship@trasaccos.co.tz). Once your application is successfully received, you will get an automatic confirmation message.

Only short listed applicants will be contacted. Canvassing shall lead to automatic disqualification. If you do not hear from us by 07<sup>th</sup> July 2025 consider yourself unsuccessful. Your application will be retained by the SACCOS for future references.