



1. Procurement Specialist (1 Position(s))

Job Location :

Head Office

Job Purpose:

To facilitate Procurement requirements including provisional of expert opinions, sourcing, managing risks, identifying potential savings areas, contract management, supplier relationship management, resource planning, and engaging in various project implementation activities.

Main Responsibilities:

- Process procurement requisitions and orders timely within the bank in line with SLAs.
- Invite, assess, and recommend supplier tenders, bids, quotations, and proposals.
- Establish and negotiate contract terms and conditions and maintain good supplier relationships.
- Prepare and maintain all the bank's Procurement records and report monthly, quarterly and annually for auditing purposes.
- Analyze the cost-effective model and come up with cost saving strategy.
- Work closely with internal and external stakeholders to determine procurement needs, quality, and delivery requirements as per annual procurement plan.
- Assist in the development of specifications for equipment, materials, and services to be procured.
- Ensure timely renewal of contracts as appropriate for all contracted services and any other repetitive purchases.
- Administer contract performance, including delivery, receipt, warranty, damages, insurance and relevant agreed penalties.
- Ensure Compliance with the bank's procurement policy, governance and the best practices.
- Develop and maintain constructive and cooperative working relationships with colleagues within the department.
- Ensures proper management of procurement department operations in the absence of line managers.
- Communicate and give timely feedback to users on procurement progress and guidance when required.
- Prepare /draft Management Tender reports to be reviewed by the line manager.
- Initiate and implement branch support initiatives as relevant.

Knowledge and Skills:

- Business understanding of procurement, supply chain and business profitability
- **Technical** Computer literacy, Negotiation Skills, Procurement sector regulations, Public Procurement Act, NMB Procurement Operating Policies/Guidelines/Manuals
- **Behavioral** Communication, Collaboration and Teamwork, Facilitating Change, Relationship management, Planning and Organizing, Managing Work, integrity and ethical judgement.

Qualifications and Experience:

- Bachelor's degree in Procurement and Supply Chain Management, Logistics Management, Business Administration or related fields.

- Must be registered with PSPTB at Graduate Level.
- Minimum of 3 years' experience in Procurement and Contract Management.

NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce.

Female candidates and people living with disabilities are strongly encouraged to apply for this position.

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Only shortlisted candidates will be contacted.

Job opening date : 25-Aug-2025

Job closing date : 08-Sep-2025

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2. Senior Analyst; Retail Business (1 Position(s))

Job Location :

Head Office, Hq

Job Purpose:

Provide event driven data that will ensure Retail Banking attains its objectives and profit. Gather data from different sources, conduct thorough analysis and insights with Retail Banking leaders pertaining to customer and industry performance and in turn ensure Retail business growth.

Main Responsibilities:

- Understand Retail Banking business and provide detailed performance reports and insights for informed decision making.
- Interact closely with Strategy, Finance and other head office teams and ensure Retail Banking requirements are well captured and delivered within agreed timelines.
- Conduct research necessary to prepare forecasts of future financial / business conditions using multiple scenarios, reviews trends impacting retail operations and key projects.
- Work closely with Retail BPM, Leaders and Strategy team to complete yearly budget request and justifications for both OPEX & CAPEX budget for financial year, do monthly and quarterly budget review and ensure Retail team remains within approved budget.
- Track monthly, weekly and daily sales performance of retail business units against plans, and propose measures to address risks and challenges
- Recommend new models that underpin sound business decisions.
- Analyze sales data, monitor performance metrics, and provide insights to support strategic decision-making.
- Provide analysis on key revenue drivers of Retail products and recommend cross-sell strategies
- Support key retail sales initiatives and projects through analysis, monitoring, reporting and providing feedback on the status of such initiatives so that timely intervention can take place
- Providing analytical support to all Retail business units to maximize sales performance.
- Prepare and provide business pipeline report for weekly review
- Recommend automation and tools for the effective data recording as per the business requirements.

Knowledge and Skills:

- Business understanding of key performance levers of Banking business and products, country banking sector performance
- Strong understanding of the Market and its dynamics
- Knowledge about various accounting and financial concepts and principles
- Strong understanding of report requirements
- Good knowledge of financial analysis
- Knowledge of data warehouses and information extraction
- Strong analytical skills
- Excellent presentation skills
- Stakeholder management skills
- Communication skills
- Planning and Organizing skills
- Advanced knowledge in MS Office particularly Excel and PowerPoint

Qualifications and Experience:

- Bachelor's Degree in banking, economics, mathematics, actuarial science, computer science or any other related field
- Minimum of 4 years' experience in business analysis or financial analysis, budgeting and business forecasting

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Job opening date : 21-Aug-2025

Job closing date : 04-Sep-2025

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3. Senior Specialist;Collateral QualityAssurance (1 Position(s))

Job Location :

Head Office

Job Purpose:

Responsible in supervising the bank's valuation and verification practices for credit assessment and post approval assurance and reviewing mortgage loan collaterals and set benchmarks for appraisals.

Main Responsibilities:

- Develop, coordinate, and manage effective training programs for Head Office, Zonal offices and Branches to meet operational requirements.
- Maintain a sound working knowledge of the mortgage collateral valuation assessment process and be engaged for mortgage assessments (sample/location/areas with issues).

- Update and draft relevant policies and procedures useful for valuation reports reviews (when required to do so)
- Participate in refresher training for Relationship Managers (RMs) and Officers (Ros) in the segment of collaterals valuation technics.
- Evaluate creditworthiness and risks of the mortgage collateral-based valuation assessments and suggest ways to mitigate them (i.e. a sample/ pilot to be taken for evaluation)
- Conduct feedback meetings with business units on the mortgage assessments challenges and strategies on the way forward.
- Engage valuation actioners to train on/ develop /Review Collateral assessment, which identifies various valuation methods applicable to the current market for reference of credit assessors.
- Attend valuation regulatory bodies workshops and find out current market values that impact valuation assessment of a collateral as per market changes.
- Actively participate in the quality assurance of mortgage loan valuation assessment discussions.
- Engage with real estate players on the strategies to address the challenge valuation reports.
- Submit accurate and timely reports, i.e. half-yearly and annually, to Management to inform them of identified variances in valuation reports.
- Periodical validation of Collateral Management Tool (CMT) data especially on legal mortgages.
- Design, foresee and ensure implementation of the methodologies for valuation of collaterals for credit exposures TZS50m and below.
- Based on experience, professional and historical recoveries from foreclosure of collaterals develop /benchmark collateral haircuts to be used assessment and approval processes.
- Visit some of the collaterals / development mortgages as and when required to do so.

Knowledge and Skills:

- Knowledgeable and proficient use of Microsoft office programs
- Must possess excellent knowledge of banking business in general.
- Excellent interpersonal and customer service skills
- Supervisory skills
- Ability to prioritize and work under pressure to meet deadlines under minimum supervision.
- Training/Capacity building skills.
- Teamwork and collaborative skills with other business units
- Negotiation skills

Qualifications and Experience:

- Bachelor's degree in Real estate Management, Land Management and Valuation.
- At least 4 years' experience in Real Estate Management in the Banking industry

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Job opening date : 21-Aug-2025

Job closing date : 04-Sep-2025

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