



1. Human Resources Department,Tanzania.Hr Mis And Rewards Manager
Tanzania, United Republic of

JOB DESCRIPTION

MINIMUM POSITION QUALIFICATION REQUIREMENTS

a. Academic & Professional

Particulars	Detail	Specific Field or Qualification	Need Type[1]
Education	Bachelor's degree	Public Administration / Human Resources Management	RQ
		HR Analytics certifications	
	Professional Qualifications		AA
	Master's degree	HR Management OR a Business-related field	AA

b. Experience

Total Minimum No of Years Experience Required	3
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JOB INFO

- Job Identification: 4714
- Job Category: HR MIS Jobs
- Posting Date: 08/26/2025, 01:48 PM
- Apply Before: 09/08/2025, 02:00 PM
- Degree Level: Bachelor's Degree
- Job Schedule: Full time
- Locations: Tanzania, United Republic of

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2. Retail Banking Department, Tanzania. Excellence Operations Manager
Tanzania, United Republic of

JOB DESCRIPTION

1. Conduct surprise checks across the Branches on Cash management, Cards & Pin mailers, Cheque books & Banker's cheque, and Compliance on accounts opened, and any other branch operations workstreams.
2. Conducting Branch visits to monitor Operational compliance and coaching Branch staff on compliance issues.
3. Ensuring compliance to all bank policies and procedures in daily branch operations.
4. Ensuring Branch ATMs are properly reconciled.
5. Ensuring ATM reconciled items are being resolved.
6. Conducting reviews on Overdrawn and internal accounts
7. Follow up on the closure of Branch operational issues that hinder the attainment of Operational excellence
8. Member of Project committee during the upgrade of the core banking system or development of new products.

JOB INFO

- Job Identification: 4707
- Job Category: Management
- Posting Date: 08/22/2025, 10:18 AM
- Degree Level: Bachelor's Degree
- Job Schedule: Full time
- Locations: Tanzania, United Republic of

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**3. Technology Department, Tanzania. IT Applications and End User
Support Specialist**
Tanzania, United Republic of

JOB DESCRIPTION

JOB PURPOSE

The IT Applications and End User Support Specialist will provide support to the Banking Applications including T24, ESB, Clearing systems, instant card issuing system, credit Quest, Credit Data Beureu, SWIFT, K-Printer, Oracle Fusion and other emerging applications through testing, monitoring, and reporting of the applications hence improving on the overall performance of the business using the available technologies. IT Applications and End User Support Specialist will also be responsible for installing, configuring, and maintaining these applications, as well as providing technical support and troubleshooting issues that arise and report all application incidents as per the Bank policy.

KEY RESPONSIBILITIES

- Maintain optimum system availability figures for Banking Applications ie T24, ESB, Clearing Systems including MIPS, TACH, TISS, IBCM, Credit Data Beureu and any other emerging applications.
- Provides prompt, efficient, quality service to end-users.
- Resolve and allocate all calls logged in SmartFix which are assigned to KCBT and follow up on the resolution of all calls assigned to group support team as per SLA between IT and business as well as between IT and Central team.
- Conduct training sessions in different Banking applications to enhance users' proficiency in utilizing communication tools effectively.
- Respond to user queries and troubleshoot issues promptly and report any application incidents as per the Bank policy and procedures.
- Proactive monitoring of all Banking applications and provide system statistics, performance, and reports to aid management decision. Perform BCM testing to ensure business continuity incase of any system failure.
- Provide guidance on how to use new applications/systems which has been introduced in our Bank to the respective users and provide basic troubleshooting training to IT Champions in our branches.
- Maintain accurate documentation for different Banking applications configurations, procedures, and troubleshooting guides.
- Adheres to KCB Bank IT standards and procedures in performing duties.
- Collaborate with other IT teams to resolve complex issues promptly.

MINIMUM POSITION QUALIFICATION REQUIREMENTS

Particulars	Detail	Specific Field or Qualification	Need Type[1]
Education	Bachelor's degree	Software Engineering, Computer Science, Information Technology, Computer Engineering	RQ
	Professional Qualifications	ITILv3 or v4, Database Administration (OCA, MSSQL), MCSA, MCSE, Software Engineering, Linux	AA

Skills and Experience	1. Working knowledge of Banking Applications including Co Banking system. 2. Knowledge of relational databases i.e., Oracle, MSSQL 3. Programming skills		RQ
Business Behaviours:	<ul style="list-style-type: none"> • Excellent communications and engagement skills • Strong attention to detail and personal effectiveness • High-level of integrity • Strong skills at relationship building 		RQ

[1] Need Types are : **RQ** = Required, **AA** = Added Advantage

Experience

Total Minimum No of Years Experience Required	3
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JOB INFO

- Job Identification: 4708
- Job Category: Management
- Posting Date: 08/22/2025, 01:34 PM
- Apply Before: 09/04/2025, 01:00 PM
- Degree Level: Bachelor's Degree
- Job Schedule: Full time
- Locations: Tanzania, United Republic of

[**APPLY HERE**](#)

4. Company Secretary Department, Tanzania. Legal Manager-Litigation
Tanzania, United Republic of

JOB DESCRIPTION

1. KEY RESPONSIBILITIES: MUST NOT BE MORE THAN 10

- i. Files legal suits for all accounts identified by or referred to legal from the Head of Credit Recovery. This includes gathering of all significant documents and information through case management plan and setting up a case file to manage the entire process. The Holder of the position will also be responsible for managing other cases including labour, contracts, breach of mandate and others as directed by Head of Legal.
 - i. Preparation of drafts of pleadings and comprehensive instructions/briefs to external lawyers in connection with litigation involving the Bank.
 - ii. Involved in strategic management of external lawyers performance including recommendation for appointment, termination, distribution of instructions and setting of performance review meetings.
 - iii. With support from Credit, ensure that legal risk in recovery is minimized by establishing performance based contracts with Debt Collectors, private investigators, valuers and other support functions to support recoveries.
 - iv. Ensure that demand notices and statutory notices are issued timely and after an advise from Recovery department.
 - v. Provide timely advise to the business units and management on the issues of law, compliance, corporate governance and legal framework of governing banking industry.
 - vi. Review of securities, contracts and all other banking and finance documents on regular basis and in particular when the case is referred for legal recovery measures.
 - vii. Proactively identify key legal risks and their mitigation to promote KCBT business objective and sustainability.
 - viii. Effective management of fees and other costs associated with litigation.
 - ix. Attend to Court, Tribunals, Commission for Mediation and Arbitration, Tax Tribunals on behalf the Bank.
 - x. Review of securities, contracts and all other banking and finance documents.
 - xi. Reply to demand notices and letters from various entities including government institutions.
 - xii. Prepare various litigation reports for Head of Legal, Credit, Group, External Lawyers and Board
 - xiii. Provide support to business areas and functions in relation to their legal risks and issues and provide services required to achieve their business and functional objectives.
 - xiv. Attend to Court, Tribunals, Commission for Mediation and Arbitration, Tax Tribunals on behalf the Bank.

1. MINIMUM POSITION QUALIFICATION REQUIREMENTS

a. Academic & Professional

Particulars	Detail	Specific Field or Qualification	Need Type[1]
Education	Bachelors Degree	Bachelor's Degree in laws (LLB)	RQ
	Professional Qualifications	Advocate of High Court	RQ
	Master's degree	Laws/Business Administration/ Banking	AA

b. Experience

Total Minimum No of Years of Experience Required	3
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[1] Need Types are : **RQ** = Required, **AA** = Added Advantage

JOB INFO

- Job Identification: 4709
- Job Category: Management
- Posting Date: 08/22/2025, 01:36 PM
- Apply Before: 09/04/2025, 01:00 PM
- Degree Level: Bachelor's Degree
- Job Schedule: Full time
- Locations: Tanzania, United Republic of

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