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| <b>General:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Job Title:</b> Manager - Controls</p> <p><b>Reports to:</b> Head of Internal Controls</p> <p><b>Number of Vacancy:</b> 1</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Basic Purpose:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>Oversee a specific operational function, ensuring the accuracy and integrity of processes like customer data transfers or financial transaction batches through quality checks and quality assurance processes.</li> <li>This role focuses on monitoring performance, maintaining compliance with banking operations standards, and preventing errors to support a positive customer experience and the overall stability of the bank's operation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Main Duties and Responsibilities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ol style="list-style-type: none"> <li><b>1. Process Monitoring &amp; Control</b><br/>To monitor and oversee the daily individual and batch processes within a bank's operations to ensure all transactions, data transfers, and operational tasks are completed accurately and efficiently.</li> <li><b>2. Quality Assurance</b><br/>Implementing and enforcing quality assurance processes to identify, prevent, and resolve any errors or inconsistencies in the batch/process outputs, ensuring they meet the bank's standards.</li> <li><b>3. Compliance</b><br/>Ensuring that all individual/batch operations comply with internal policies, regulatory guidelines, and industry best practices to maintain operational integrity and safety.</li> <li><b>4. Performance Management</b><br/>Analyzing the performance of batch processes to identify areas for improvement and implementing strategies to enhance efficiency and reduce errors.</li> <li><b>5. Reporting &amp; Documentation</b><br/>Generating regular reports on individual/batch process performance, issues, and resolutions to management and other relevant stakeholders</li> </ol> |
| <b>KNOWLEDGE SKILLS AND EXPERIENCE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li><b>Banking Operations Background:</b> A strong understanding of banking operations, products, and procedures is essential.</li> <li><b>Analytical &amp; Reporting Skills:</b> The ability to analyze data from batch/transaction processing, identify trends, and prepare comprehensive reports is crucial.</li> <li><b>Communication Skills:</b> Excellent communication skills are needed to clearly explain issues and findings to team members and management.</li> <li><b>Teamwork &amp; Leadership:</b> The ability to work collaboratively with other departments and potentially manage a team of quality assurance professionals.</li> <li><b>Attention to Detail:</b> A meticulous approach to review and verify batch/processing data and processes is paramount to prevent errors</li> </ul> <p><b>Education:</b> A degree in accounting, finance, or related business field from a recognised university.</p> <p><b>Work Experience:</b> A minimum of 4 years of experience in bank operations, audit, internal</p>                                                                                         |



control, compliance, risk management, or a related field, 1 of which should have at Supervisory level.

**To Apply:**

Please submit your application quoting the Job title on the subject field to:

[TZRecruitment@equitybank.co.tz](mailto:TZRecruitment@equitybank.co.tz)

**Application Deadline:** 10th October, 2025

**General:**

**Job Title:** Head of Internal Controls

**Reports to:** General Manager – Bank Operations

**Number of Vacancies:** 1

**Basic Purpose:**

- To develop, implement, and maintain effective internal control procedures and processes to identify risks, evaluate controls and ensure compliance with regulatory requirements and bank policies.
- Key responsibilities include performing internal control reviews, identifying and documenting control gaps, collaborating on remediation efforts, conducting risk assessments, overseeing audit activities, managing the internal control team, and providing training to staff on control principles.

**Main Duties and Responsibilities:**

- 1. Strategy**  
Develop, cascade and monitor the implementation of internal Control strategy and work plans/activity plans aligned to the overall bank strategy
- 2. Develop and Implement Controls:**  
Design, implement, and enhance internal control systems and procedures to manage risks and ensure compliance with bank procedures and designed controls, including management of internal accounts and batch proofing.
- 3. Risk Assessment and Management:**  
Work with Risk, Audit and other stakeholders to oversee risk assessment processes and self-assessments to identify, mitigate, and monitor potential risks to the organization.
- 4. Team Leadership and Development:**  
Lead, mentor, and develop the internal control team, fostering a culture of continuous learning and ensuring high-quality execution of testing and assurance plans.
- 5. Compliance Monitoring:**  
Ensure staff and the bank's operations adhere to all applicable laws, regulations, and internal policies through regular checks and monitoring.
- 6. Reporting:**  
Prepare and present detailed reports on control and control environment and action plans to senior management.
- 7. Training and Awareness:**  
Provide guidance, training, and awareness programs to staff on internal control best practices and compliance obligations.
- 8. Collaboration:**  
Work closely with Risk Management, Compliance, and other control functions to ensure consistent application of control standards and the effective reduction of operational risks and errors.

**9. Fraud Control:**

Implement and oversee fraud control measures across business operations to protect against irregularities and fraud

**KNOWLEDGE SKILLS AND EXPERIENCE:**

- Strong understanding of financial processes and controls.
- Experience in risk assessment, internal audit, and regulatory compliance.
- Ability to work independently with a high degree of initiative/Proactivity
- Leadership and team-building skills to manage a department.
- Excellent communication skills to report findings and advise management.
- Professional qualifications such as CPB, CFA, CPA or ACCA are often an advantage

**Education:** A degree in accounting, finance, or related business field from a recognised university.

**Work Experience:** A minimum of 8 years of experience in audit, internal control, compliance, risk management, or a related field, 5 of which should have at Supervisory level.

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