



The Savings and Credit Cooperative Society of Employees of the Tanzania National Roads Agency – TANROADS SACCOS LTD was registered on 27 July 2006 and given registration number DSR 896. In 2021, the Society was registered under the Microfinance Services Act No. 10 of 2018 and its 2019 Regulations, receiving Microfinance Service Provider license number MSP3-TCDC/2021/0418.

On 3 May 2023, the Society was re-registered by the COOPERATIVE DEVELOPMENT COMMISSION (TCDC) and issued a new registration number: PRI-DAR-DAR-CC-2023-5373.

The Board of TANROADS SACCOS LIMITED expects to hire qualified employees to fill vacancies as outlined below.

1. JOB TITLE: Chief Accountant of the Society – Position (1)

1.2.1 Duties of the Chief Accountant

Duties will include:

- Planning and coordinating the collection and disbursement of funds according to the Society's procedures and guidelines.
- Advising Management and the Board on the Society's financial status including investments and acquisition of assets.
- Ensuring compliance with financial and accounting procedures in the Society's operations.

- Coordinating the closing and submission of accounts to the Society's auditors and supervisors within required timelines.
- Ensuring audit and supervisory queries are addressed and responded to on time.
- Coordinating the implementation of resolutions and directives of meetings and regulatory authorities relating to the finance department.
- Coordinating the preparation and submission of annual income and expenditure estimates for approval.
- Conducting assessments of liquidity and capital adequacy and advising the Board on appropriate actions.
- Preparing and submitting statutory reports to relevant authorities on time and with great accuracy.
- Advising on improvements needed in financial policies and guidelines.
- Performing any other duties as assigned by the Manager or the Board.

1.2.2 Applicant qualifications

- A Bachelor's degree in Accounting, Finance, Auditing, Business Administration, Commerce, or any related qualifications from a recognized institution.
- At least three (3) years of work experience.
- Must hold CPA and be registered with the National Board of Accountants and Auditors (NBAA).

1.2.3 Salary

- Salary will follow TANROADS SACCOS LTD scales.

2. JOB TITLE: Credit Officer of the Society – Position (1)

1.3.1 Duties of the Credit Officer

Duties will include:

- Conducting preliminary review of loan applications and verifying accuracy before submitting them to the credit committee.
- Conducting research and advising management on products and services offered to members.
- Preparing documents to facilitate members' access to loan services.
- Providing education to members on proper use of the loans they receive.
- Monitoring securities and loan repayments and advising the Board on actions against defaulters.
- Providing initial recommendations on written-off loans and advising on appropriate measures for defaulters.
- Preparing monthly loan status reports and presenting them in Staff meetings.
- Performing any other duties assigned by the Manager or the Board.

1.3.2 Applicant qualifications

A Bachelor's degree in Accounting, Finance, Economics, Business Administration, Commerce, Marketing, or any related field from a recognized institution, with at least three (3) years of work experience.

1.3.3 Salary

- Salary will follow TANROADS SACCOS LTD scales.

General conditions for applicants

- Applicants must be Tanzanian citizens aged not more than 45 years.
- Applicants with disabilities are encouraged to apply and must indicate their disability in the application letter for the information of TANROADS SACCOS LTD.
- All applicants must attach a certified birth certificate certified by an Advocate/Lawyer.
- Applicants must submit their application letters through their employers, who must confirm and verify accordingly.
- Applicants must attach a detailed Curriculum Vitae (C.V) with reliable contact addresses and phone numbers, along with names of three trustworthy referees.
- All applications must include academic certificates, transcripts, and certified copies of documents, including:
 - Birth certificate
 - Form Four certificate
 - Form Six certificate (for those who reached that level)
 - Certificates of course completion according to job requirements (Postgraduate/Degree/Advanced Diploma/Diploma/Certificates)
 - Form IV and Form VI exam certificates
 - Computer Certificate

- Professional certificates (from respective boards)
- “Testimonials”, “Provisional Results”, “Statement of Results”, and Form IV/Form VI results slips WILL NOT BE ACCEPTED.
- Applicants who studied outside Tanzania must ensure their certificates are verified and approved by TCU, NECTA, or NACTE.
- Submission of forged certificates or information will lead to legal action.
- The deadline for submitting job applications is November 30, 2025.

Important: Remember to attach a signed application letter together with academic and professional certificates. Then send the application to the address below.

CHAIRPERSON OF THE BOARD
TANROADS SACCOS LTD
P.O. Box 11364
Dar es Salaam.

Applications that do not follow the instructions in this announcement WILL NOT BE PROCESSED.

This announcement is issued on behalf of the Board by:

Mr. Meritus M. Njeama
CHAIRPERSON OF THE BOARD
TANROADS SACCOS LIMITED.