



## Career with BRAC Tanzania Finance LTD

BRAC Tanzania Finance Limited (BTFL) is the largest Microfinance organization in Tanzania with a mission to responsibly provide a range of financial services to people at the bottom of the pyramid. We particularly focus on women living in poverty in rural and hard-to-reach areas to create self-employment opportunities, build financial resilience, and harness women's entrepreneurial spirit by empowering them economically.

BRAC Tanzania Finance LTD is seeking applications from competent, dynamic and self-motivated individual to fill up the following position.

### **Divisional Human Resources Business Partner (DHRBP)**

To decentralize Human Resource operations to increase efficiency and effectiveness in service delivery, which will increase organization productivity.

#### **Job Responsibilities:**

- Assess the organization's current and future HR needs to ensure the right talent is available for the right roles at the right time.
- Work with recruitment teams to design and implement effective talent acquisition and retention strategies.
- Build and maintain strong relationships with business leaders and managers to ensure HR remains aligned with organizational needs and priorities.
- Provide coaching and guidance to employees and managers on performance, career development, and employee relations to enhance individual and team success.
- Work with L&D team to develop and deliver training and development initiatives that strengthen workforce skills, capabilities, and overall productivity.
- Review and evaluate HR programs and initiatives, offering insights and recommendations to ensure they add value and meet business requirements.

Stay current with HR trends and best practices to ensure HR policies and procedures remain updated, relevant, and legally compliant.

#### **Safeguarding Responsibilities**

- Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance, and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

#### **Required Qualifications and Experience:**

- Bachelor's degree in human resource management, business or public administration, Laws, or any related field.
- Proven 2 years' experience as an HR Officer or similar HR role.
- Knowledge of HR functions, policies, and best practices.
- Strong interpersonal and communication skills.
- Ability to handle sensitive information with discretion and confidentiality.
- Detail-oriented with excellent organizational and time-management skills.
- Proficient in MS Office and HRIS (Human Resources Information System) software.

#### **How to apply:**

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: [recruitment.tanzania@brac.co.tz](mailto:recruitment.tanzania@brac.co.tz) with a subject "Divisional HRBP".

**The application deadline is 22<sup>nd</sup> Dec 2025. Only shortlisted candidates will be contacted.**

*BRAC is committed to safeguarding children, young people, and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.*



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### Credit Officer - Agrifinance

To mobilize, assess, and support agriculture loan clients by promoting agrifinance products, ensuring quality loan portfolio management, and providing continuous client engagement, monitoring, and reporting to drive sustainable agricultural financing at the branch level.

#### Job Responsibilities:

- Mobilize potential customers and conduct product promotion activities at community and individual levels
- Select eligible members for loan disbursements and conduct strong credit assessments based on estimations of client incomes, yield, and the financing and investment needed in agriculture
- Deliver orientations and training courses to agriculture loan clients as needed to build client capacity.
- Prepare daily, weekly and monthly reports on agrifinance loan portfolio.
- Regularly visit client farms to monitor performance of clients' farming activities.
- Work closely with the Branch Manager, Area Manager, and Regional Manager to ensure that agrifinance loans are well managed in quality and quantity
- Ensure good customer service; maintain transparent, consistent communication with the community people

#### Required Qualifications and Experience:

- Must have a bachelor's degree in agriculture science or related discipline.
- Relevant working experience would be an added advantage
- Ability and willingness to work and travel around field locations in Tanzania
- Excellent interpersonal skills and demonstrated ability to interact professionally with culturally diverse stakeholders.
- Good communication skills (English & Kiswahili)

#### How to apply:

If you feel you are the right match for the above-mentioned position, please apply by sending your CV and cover letter through email to: [recruitment.tanzania@brac.co.tz](mailto:recruitment.tanzania@brac.co.tz) with a subject "Credit Officer - Agrifinance. Female candidates are highly encouraged to apply.

The application deadline is 20<sup>th</sup> Dec 2025. Only shortlisted candidates will be contacted.

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### **Assistant Digital Transformation Manager**

The role will support the development and execution of the company's digital transformation strategy. This role involves assisting with the management of key projects, analysing data to inform decisions, and supporting cross-functional teams to ensure the successful implementation of new digital solutions and processes.

#### **Job Responsibilities:**

- **Project Support:** Assist in the planning, execution, and monitoring of digital transformation projects, including scope, timelines, and resource allocation.
- **Stakeholder Collaboration:** Act as a liaison between Digital unit, IT, Finance, business units, and other stakeholders to ensure alignment on project goals and to facilitate communication.
- **Data and Analysis:** Support the collection and analysis of data to track project progress, measure the impact of digital initiatives, and provide insights for continuous improvement.
- **Change Management:** Help implement change management plans to support the adoption of new technologies and processes by employees.
- **Documentation and Reporting:** Prepare high-quality documents, presentations, and reports for various audiences, including project updates and findings.
- **Process Improvement:** Identify opportunities to improve business processes using new digital tools and automation.
- **Research:** Assist in researching industry trends and emerging technologies to identify new opportunities for digital innovation.
- **Training and Support:** Provide support and training to teams as they adapt to new digital systems and workflows.

#### **Safeguarding responsibilities**

- Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the programme's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

#### **Required Qualifications and Experience:**

- Bachelor's degree in business, Computer Science, Information Technology or any related field.
- Minimum 3 years' experience in project coordination, especially within a technology or transformation context.
- Proficiency in project management tools and methodologies (e.g., Agile, Scrum) is a plus.
- Strong analytical and problem-solving skills.



- Excellent communication and interpersonal skills, with the ability to work effectively with diverse groups of people.
- Familiarity with digital technologies and software platforms.
- Experience in customer support will be an added advantage.
- Fair exposure in digital financial services.

**Employment type:** Fixed Term

**Job Location:** Country Head Office, Dar es Salaam

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If you feel you are the right match for the above-mentioned position, please follow the application instructions accordingly:

**Email your CV and cover letter, mentioning the job title (Asst. Digital Transformation Manager) in the subject line at [recruitment.tanzania@brac.co.tz](mailto:recruitment.tanzania@brac.co.tz)**

**Only complete applications will be accepted and short-listed candidates will be contacted:  
Application deadline: 27th December 2025**

*BRAC is committed to safeguarding children, young people and adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment policy and procedure include extensive background checks and disclosure of criminal records to fully ensure safeguarding.*

*BRAC is an equal opportunities employer*