

GENERAL:
<p>Job Title: Archive and Records Management Officer</p> <p>Department: Procurement & Administration</p> <p>Job Grade: A</p> <p>Reports to: Manager Contracts and Records Management</p>
JOB PURPOSE:
<p>To ensure efficient organization, preservation, and accessibility of records. Their role involves managing both physical and digital archives, maintaining compliance with retention policies, and facilitating quick retrieval of documents when needed.</p>
MAIN DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • Classify and store physical and digital records systematically. • Ensure efficient retrieval and long-term preservation of documents. • Evaluate records for historical, legal, or administrative significance. • Apply retention schedules and oversee secure disposal of obsolete records. • Maintain accurate classification systems for easy access. • Ensure proper tracking and accessibility of archived materials. • Monitor document movements and ensure proper return and organization. • Maintain optimal conditions for record preservation. • Adhere to policies, legal regulations, and data protection standards. • Confidentiality & Security: Safeguard sensitive documents and maintain integrity. • Update logs and address inconsistencies in record-keeping.
KNOWLEDGE, SKILLS, QUALIFICATION AND EXPERIENCE
<p>Knowledge, Qualifications and Experience</p> <ul style="list-style-type: none"> • Bachelor's degree in Records Management, Archives and Information Studies, Library Science, Information Management, Public Administration, or a related field. • A minimum of 3–5 years' proven experience in records management, archives administration, or information management within a corporate, government, or institutional environment. • Sound knowledge of records lifecycle management, including creation, classification, retention, storage, retrieval, and disposal of records. • Proficiency in records management systems, document management software, and Microsoft Office applications; familiarity with digital archiving tools is an added advantage. • Strong understanding of records classification schemes, filing systems, and metadata standards for both physical and electronic records. • Knowledge of legal, regulatory, and compliance requirements related to records retention, confidentiality, and data protection. • Demonstrated ability to ensure accuracy, integrity, security, and accessibility of records in line with organizational policies and best practices. <p>Skills</p> <ul style="list-style-type: none"> • Strong organizational and records management skills

- High attention to detail and accuracy
- Ability to manage both physical and electronic archives effectively
- Confidentiality, integrity, and ethical handling of information
- Analytical and problem-solving skills
- Ability to work independently and collaboratively with various departments
- Adaptability to evolving information management systems and technologies

If you believe you can clearly demonstrate your abilities to meet the criteria given above, please submit your job application cover letter along with a detailed resume, copies of the relevant certificates and testimonials in a single PDF file format, quoting the respective Job title or Ref no. in the subject field to TZRecruitment@equitybank.co.tz by **Monday 23rd February 2025**

Only short-listed candidates will be contacted.

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GENERAL:
<p>Job Title: Cataloguing/Indexing & Collection Officer</p> <p>Department: Procurement & Administration</p> <p>Job Grade: A</p> <p>Reports to: Manager Contracts and Records Management</p>
JOB PURPOSE:
<p>To ensure the secure, accurate, and efficient management of organizational records by collecting, classifying, indexing, and storing documents in the central archive, while maintaining data integrity, accessibility, and confidentiality in compliance with banking and regulatory standards.</p>
MAIN DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • Collect documents/boxes for archiving from various branches and departments to the bank repository/central archiving. • Sort and classify documents by department, category, and document type. • Log receipt of documents with date, source, and description. Check and verify completeness, accuracy, and authorization of received documents. • Create index entries including key metadata such as title, date, department, and classification code assign unique reference numbers or barcodes for identification and tracking. • Enter document details into the archive or records management system (physical or electronic). • Ensure proper labeling and tagging of documents for easy retrieval. • File or store documents in designated archive/repository sections • Maintain an updated document index or register for tracking purposes. • Coordinate with departments/branches on document submission schedules and standards. • Ensure safe handling and transportation of documents to the archive to avoid damage or loss. • Maintain security and confidentiality of sensitive and classified information.
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Skills

- Strong organizational and records management skills
- High attention to detail and accuracy
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General:	
Job Title:	Relationship Manager – Business
Job Grade:	B/C2
Reports to:	Business Growth & Development Manager
Basic Purpose:	
Provide supervisory role to the staff members working under branch business development unit whereas Relationship Manager –Business Development shall be responsible for coordinating activities of the unit by leading the team on sales and business development that ensure growth of customer base, CASA and Term deposits, high quality loan NPL, improvement of loan portfolio both PAR 30% and PAR 90%, growth of NFIs, cross selling of bank products and maintain good relationship with clients in line with KPIs.	
Main Duties and Responsibilities:	
<ul style="list-style-type: none">• Identify and negotiate business opportunities that will grow business of the branch in line with annual business targets and Bank strategy• Develop and implement an annual business plan and sales strategy that will contribute to the overall business plan of the branch as well as Bank strategy.• Ensure growth of CASA deposit and contribute by 70% of the total branch deposits.• Ensure growth of a quality loan portfolio across all customer segment and business sectors and generate profit in line with business targets.• Ensure growth of customer base and actively operate their bank accounts• Ensure recruitment of Equity Agents and Super agents in line to the Branch targets and growth of number of transactions• Recruit Merchants, monitor performances of all POS in the area to ensure attainment of unit targets in line with branch objectives and goals.• Ensure customers are on boarded on the ABC platforms and growth of number of transaction increases to reduce traffic at the branch and grow NFIs• Ensure growth on NFIs by cross selling trade finance products, increase transactional banking services, insurance and other products and services that will generate NFIs• Cross selling Bank products and ensure product usage per customer is enhanced to at least 8 products per customer• Ensure number of dormant accounts is substantially reduced to very minimal at least 15% of the total branch customers• Manage and enhance existing business relationships within the portfolio to ensure the retention of customers in line with business needs.• Review own and other loan portfolios and recommend appropriate interventions to ensure it performs in line with approved performance indicators and targets.• Liaise with all stakeholders for example, clients, government institutions and other financial institutions to ensure that the Banks interests are properly represented and safeguarded.• Supervise, provide appropriate guidance and mentor Relationship Officers to ensure on boarding of good and quality business and adherence to all Bank policy and procedures including compliance to KYC and Money Laundering Policies• Going out to meet and interact with current segmented clients of Equity Bank as an awareness drive to build confidence in the new ventures with the aim of maintaining them and winning their loyalty	



- Provide timely reports, recommendations and feedback to immediate supervisors and top management on developments and progress of the business
- Liaise and coordinate activities with the Commercial Department and other stakeholders at Head Office
- Advise the BGDM on all branch matters concerning growth of branch business and people management.
- Participate in the preparation of the branch budget and Annual Plan
- Carry out any other related duties as may be assigned by the BGDM that will be relevant to the Bank business
- Collect and prepare market intelligence information, on corporate and retail products and services to ensure business growth of the segment in line with branch goals

Knowledge Skills And Experience:

Skills:

- Demonstrated understanding of the Bank's major product offerings to clients especially syndication, co-financing, club deals, correspondent banking products including letters of credit, factoring, forfaiting, structured trade finance, carbon financing, corporate finance risk participations, project-related financing and considerable knowledge of how this work.
- Demonstrated understanding and experience of the structured trade finance operating model as a basis for the mitigation of identified risks in potential business transactions and especially in the areas of credit risk management and monitoring.
- Ability to communicate and function in a culturally diverse and change oriented setting and therefore knowledge of the workings of the main segments of the trade finance markets and the participants in major regions of Africa.
- Excellent verbal and written communication skills in English.
- Knowledge of the Bank's other working languages is an added advantage.
- Proven experience in marketing trade and project finance products will be a distinct advantage.
- Willingness to travel extensively and to work long hours where required to achieve the Bank's objectives

Work Experience:

- Sound experience of at least 3 years in banking and familiarity with the Bank's major business development channels in trade finance, project finance, export development, and asset financing.
- Proven track record in portfolio management, business development, and client acquisition

Education:

- Bachelor's degree in Finance, Business Administration, Economics, or a related field.
- Professional certifications (e.g., Certified Financial Planner, Credit Analyst) are a plus.
- Formal credit training is highly valued.

Regulatory Knowledge:

Strong understanding of banking regulations, compliance standards, and risk management.
Familiarity with KYC, AML, and credit policies.



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GENERAL:

Job Title: Women and Youth Banking Manager

Department: Commercial

Job Grade: C1

Reports to: Head of Sustainability

JOB PURPOSE:

The Women and Youth Banking Manager is responsible for leading the development and execution of the Bank's women and youth banking agenda by delivering innovative, inclusive, and sustainable financial solutions. The role aims to drive portfolio growth while advancing financial inclusion, entrepreneurship, and economic empowerment for women- and youth-led individuals and enterprises. The Manager ensures strong risk governance, effective partnerships, and measurable social impact aligned with the Bank' Strategy.

MAIN DUTIES & RESPONSIBILITIES

1. Strategy & Programme Development

- Support in the develop and implement the Bank's women and youth banking strategy in line with business objectives and sustainability goals.
- Design tailored financial and non-financial solutions and products for women- and youth-led individuals, SMEs and enterprises.
- Integrate gender and youth considerations into product development, credit policies and delivery channels.

2. Growing Asset and Liability Portfolio

- Grow and manage the women and youth new and existing customers portfolio, including deposits, lending and transactional products.
- Support in the Assessment, analysis, and underwriting customers credit applications to ensure credit is granted in line with the credit policy.
- Identify opportunities to increase uptake of digital banking and alternative delivery channels among women and youth.

3. Monitoring, administration and Quality Management

- Act quickly and link/bridge with head office on complex customer's transactions, problems, or inquiries.
- Ensure Women and Youth credit facilities are timely disbursed as per approved disbursement schedule and pre-disbursement conditions are met.
- Preparation and timely submission of progressive reports and contribute to ESG, sustainability and regulatory reporting requirements related to financial inclusion.
- Identification of early warning default signals and take appropriate corrective measures such as full recovery, restructuring arrangement and recovery by refinancing.
- Track and report on key performance indicators related to women and youth inclusion.

4. Relationship management

- Managing and enhancing existing business relationships within the portfolio to ensure customer retention
- Assist and support Relationship officers and BGDMs with specific client complaints (and general feedback), particularly in relation to failed SLAs at Head Office Depts.
- Cross selling additional bank solutions to existing clients (Borrowers and non-Borrowers).

5. Partnerships & Stakeholder Engagement

- Build and manage partnerships with development finance institutions, NGOs, government agencies and ecosystem players supporting women and youth.
- Mobilise concessional funding, guarantees or technical assistance to support women and youth programmes.
- Liaising and building rapport with various stakeholders such as clients, government institutions, and other financial institutions to ensure that the Bank's interests and image are properly represented and safeguarded.

6. Capacity Building and Impact Delivery

- Coordinate and provide financial literacy, business development and entrepreneurship trainings for women and youth customers.
- Offer Advisor and Training to potential and existing customers to ensure that customers are empowered with knowledge to manage their businesses sustainably.
- Work closely with relationship managers and credit teams to strengthen understanding of women and youth market dynamics.

KNOWLEDGE, SKILLS, QUALIFICATION AND EXPERIENCE

- Bachelor's degree in business, Finance, Economics, Development Studies or a related field.
- Professional qualifications in banking, sustainability, Gender and Financial Literacy such as Certification Financial Education (CFE) is an added advantage
- Minimum 8-10 years experience in banking, SME financing, financial inclusion or development finance.
- Experience working on women- or youth-focused financial programmes in Tanzania or the East African region is highly desirable

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