



**JOB TITLE: Administration Manager**

**Department:** Finance and Administration

**Location:** FINCA Head Office, Dar es Salaam

**Validity period:** 22/01/2026 – 05/02/2026

The Administration Manager is to ensure efficient day-to-day administrative operations of FINCA Microfinance Bank and works closely with Chief Financial Officer to provide administrative support in area of asset maintenance and procurement. He/she oversees maintaining good condition of all the FINCA Microfinance Bank premises and resources.

To mobilize and safeguard the Company's physical and financial resources and prepare reports for management in accordance with FINCA Microfinance Bank Administrative policies and procedures.

**Essential Duties**

- Assist in the Procurement of assets of the institution in accordance with FINCA Microfinance Bank Administrative policies and procedures manual.
- Survey and recommend office premises for the institution's offices as per set out guidelines
- Assess risks and liaise with insurance companies to safeguard against losses in line with insurance and FINCA Microfinance Bank policies.
- Facilitate all staff with utilities essential for the day-to-day operations of the organization in line with policies and procedures
- Provide and monitor security at all office locations and assets in line with FINCA Tanzania policies.

- Consult with the company's Legal counsel on matters relating to litigation, contract executions in accordance with FINCA Tanzania policies.
- Mobilize service providers, safeguard and maintain company property and equipment in line with FINCA Tanzania policies.
- Monitor and evaluate performance of Administration and Office Assistants (support staff) in line with the Human Resources Policy
- Responsible for procurement of fixed assets by following closely the policy on purchasing.
- Ensure that FINCA Tanzania, its premises, fixed assets, staff, and activities are adequately insured.
- Manage all utility requirements at all FINCA Tanzania offices.
- Ensuring security arrangements for all FINCA offices
- Supervise and evaluate the Administrative Section staff.
- Ensuring the proper maintenance of vehicles and motorcycles and on timely licensing
- Ensure availability and proper use of telephone facilities at all FINCA Offices.
- Supervise office maintenance for FINCA offices.
- Ensure that all offices have adequate furniture, and it is properly maintained.
- Prepare Administration department budgets.
- Prepare and review administration policies and procedures
- Advertise and seek bids or quotes from prospective suppliers
- Pre-qualified suppliers
- Prepare procurement plans for the year
- Monitor planned for actual procurements
- Prepare and manage procurement contracts
- Transacting and liaising with suppliers of goods and services, landlords, utility companies and public
- Act as the secretary to the procurement committee.
- Review the LPO's before submission to the suppliers.
- Analyse the details of the Quotation.
- Conduct supplier evaluation analysis
- Request the Commercial Department and Branch Managers to identify suitable premises for operation.
- Assessment of the suitability of office premises by working with Risk and Compliance department in line with the BOT and FINCA requirements.
- Work with Legal Office and user department(s) to prepare Tenancy Agreements and Contractor agreements.

- Provide oversight supervision of refurbishments.
- Refurbishment of the premises and procurement of the required assets
- Ensure that all offices have got alarm systems that are fully functional.
- Avail guard services at all FINCA Tanzania office premises.
- Receive and analyse security reports from the branches and take up issues that cause a threat to the offices immediately.
- Ensure that all staff get identity cards and avail visitors gate passes at the entry of the office premises.
- Build capacity into the administrative assistants to manage the security of the branches and Business Centers.
- Insurance
- Ensure insurance cover for all the assets procured annually.
- Process Assets insurance claims monthly once details are received from user department.
- Arrange for insurance cover on all required categories
- Work with Insurance Broker and Bancassurance Manager on making follow up outstanding insurance claims monthly

### **Education and Experience**

- A Business Degree and postgraduate qualification in procurement is an added advantage.
- Professional procurement qualifications such as CPSP is a must.
- At least 5 years' work experience in financial sector of which 2 years at Managerial level. Experience in procurement and administration

### **How to apply**

***Send your CV not later than February 5, 2026,  
to [TZ\\_Recruitment@finca.co.tz](mailto:TZ_Recruitment@finca.co.tz)***