



Vacancy Announcement

ASA Microfinance (Tanzania) Limited, incorporated under the Companies Act, 2002, is a subsidiary of ASA International (www.asa-international.com), one of the world's leading microfinance institutions

The Company is an equal opportunity employer and is inviting applications from qualified, competent, and dynamic Tanzanian citizens with a strong commitment to socio-economic development to fill the following vacant positions:

1. JOB TITLE: Internal Audit Officer (IAO) – 02 Posts

Job Responsibilities:

- Prepare and submit audit reports to the CEO and Group Internal Auditor in a timely manner.
- Conduct internal audits in line with approved audit manuals, policies, and procedures.
- Analyse data to identify control weaknesses, fraud, inefficiencies, or non-compliance.
- Perform operational, financial, and compliance audits.
- Evaluate internal control systems and recommend improvements.
- Identify and assess risk areas and propose mitigation measures.
- Maintain proper documentation for all audit activities.

- Ensure integrity and efficiency of audit operations.
- Liaise with ASA Tanzania and ASA International audit teams.
- Prepare monthly consolidated audit reports.
- Conduct field visits (minimum 12 days per month).
- Develop risk-based audit plans aligned with organizational objectives.
- Conduct follow-up audits to ensure implementation of audit recommendations.
- Review branch operations for efficiency, cost control, and adherence to KPIs.
- Evaluate fraud prevention mechanisms and report suspicious activities.
- Support investigations and special audit assignments as required by management.
- Provide advisory support to management on internal control improvements.
- Ensure compliance with international internal audit standards and best practices.
- Maintain audit working papers and ensure proper audit trail documentation.
- Participate in system audits (e.g., CBS, DFS) to assess IT control effectiveness.
- Train and guide branch staff on internal controls and compliance requirements.
- Accomplish day to day activities regularly and on time.

Academic Qualification & Experience Requirements:

- Minimum bachelor's degree in accounting, Finance or related subjects.
- Certified Public Accountant (CPA-T) is an added advantage.
- Minimum 2 years professional experiences as Auditor or relevant role is a MUST.
- Preferably Experience in working with NGOs/Financial Institutions/Banks/Audit Firm/Consultancy firm.

- In depth knowledge of corporate financial law and financial management practices.
- Proficient in the use of MS Office and financial management software (e.g. SAP).

2. JOB TITLE: Internal Audit Officer (IAO) – 02 Posts

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- Minimum 2 years professional experiences as Auditor or relevant role is a MUST.
- Preferably Experience in working with NGOs/Financial Institutions/Banks/Audit Firm/Consultancy firm.
- In depth knowledge of corporate financial law and financial management practices.
- Proficient in the use of MS Office and financial management software (e.g. SAP).

3. JOB TITLE: Accounts Manager – 01 Post

Job Responsibilities:

- Manage petty cash and maintain accurate financial records.

- Perform account reconciliations and ensure timely system postings.
- Prepare statutory returns (PAYE, SDL, NSSF, HESLB) and ensure compliance.
- Handle taxation, including withholding taxes and corporate tax.
- Support internal and external audits.
- Prepare payroll and ensure accuracy of transactions.
- Ensure timely financial reporting (monthly and quarterly).
- Manage banking relationships and financial transactions.
- Maintain fixed asset register and schedules.
- Collaborate with departments to improve financial efficiency.
- Oversee budgeting and forecasting processes and monitor budget performance.
- Prepare management accounts and financial analysis reports for decision-making.
- Ensure strong internal financial controls and compliance with IFRS.

Academic Qualification & Experience Requirements:

- Minimum bachelor's degree in accounting, Finance or related subjects.
- Certified Public Accountant (CPA) is a MUST.
- Minimum 5 years professional experiences in Accounting/Finance role is a MUST.
- Preferably Experience in working with Microfinance/Financial Institutions/Banks/Audit Firms/Consultancy firm.
- Proficient in the use of MS Office Package and financial management software (e.g. SAP).

4. JOB TITLE: Human Resources Officer (HRO) – 02 Posts

Job Responsibilities:

- Implement HR and organizational development strategies.
- Coordinate recruitment, training, performance management, and staff movements.
- Manage employee relations and conflict resolution.
- Administer employee benefits and insurance schemes.
- Maintain and update HR records and documentation.
- Manage leave records and staff benefits.
- Prepare monthly HR reports.
- Support implementation of performance management systems and KPI tracking.
- Coordinate employee engagement initiatives and staff welfare programs.
- Ensure compliance with labour laws and internal HR policies.
- Support disciplinary processes and documentation in line with legal requirements.
- Maintain HRIS data accuracy and generate HR analytics reports.
- Assist in succession planning and talent development initiatives.
- Conduct onboarding and induction programs for new employees.
- Monitor staff attendance, absenteeism, and attrition trends.
- Support organizational change management initiatives.
- Provide HR advisory support to line managers on people-related matters.

Academic Qualification & Experience Requirements:

- Bachelor's degree in Human resources, Administration or related discipline.

- Minimum 2 years professional experience as Human Resources Officer.
- Preferably Experience in working with Microfinance/Financial Institutions/Banks.
- Strong communication skills, written and oral, at all levels of the company.
- Be able to work independently, confidently and proactively, but also as part of a motivated team.
- Strong analytical and problem-solving abilities.
- Proficient in the use of MS Office Package.

Remuneration

An attractive and competitive remuneration package will be offered based on qualifications and experience.

General Requirements for Applicants of All Posts

- Application Letter.
- Curriculum Vitae enclosing details of Work experience, skills and with postal and telephone contacts of Three Referees.
- One recent passport-size photograph (attached to CV).

Mode of Application

Applicants who consider himself/herself competent with the above-mentioned position, please send your application to recruitment@asatanzania.co.tz. Or you can drop your Application in Our Head Office at Plot No.97, Mese Street, Kinondoni Road before **1700HRS on 15th April 2026.**

Only short-listed candidates will be contacted for interview. No phone calls are allowed for inquiry. No allowances will be admissible for interview.