

# We Are Hiring!

## Positions

- Branch Manager (Dar es Salaam)
- Branch Manager (Mwanza)

Please send your application letter and CV to:  
Email : [recruitment2026@diamondtrust.co.tz](mailto:recruitment2026@diamondtrust.co.tz)  
Deadline : 13<sup>th</sup> March, 2026



## Job Purpose

To meet branch retail and SME financial targets through a first-class sales and service Management system and within established product programs through branch, including servicing corporate customers. Working closely with Centralized Operations unit to operate and maintain a smooth running and operationally efficient branch, that conform to the financial institutions and BOT regulations, rules and guidelines issue from time to time

## Duties

- Meet all targets for the Branch.
- Effective customer service.
- Manage the operations and support activities at the branch; including guiding, supporting, motivating and supervising the staff to ensure effectiveness and efficiency in all areas of branch operations.
- Establish and manage effective marketing and business development programs.
- Assessing manpower requirements in the form of well-structured operations, job descriptions and manning levels in the branch.
- Monitor the administrative activities in the branch to ensure adequate control and cost-effectiveness in all areas.
- Ensure timely submission of required reports.
- Supervise banking operations.
- Initiate and follow-up marketing and deposit mobilization strategies.

## Requirements

- Bachelor's degree or advanced diploma in Business Administration, Banking, Finance or marketing. Master's Degree in related fields is an added advantage.

## Work Experience

- At least five years of experience, three years should be in a managerial role with an exposure to sales /Business development.

## Personal Attributes

- Self-driven, proactive, and results oriented.
- Strong interpersonal skills and team player.
- Ability to engage senior corporate executives confidently.