



1. JOB TITLE: Youth Empowerment Project Relationship Officer – 2 positions

Location: Dodoma & Iringa

Deadline: 08/03/2026

Job Summary

FINCA Microfinance Bank Tanzania Limited is implementing the Increasing Economic Opportunities for Youth (IEOY) Project, an initiative aimed at addressing youth unemployment and underemployment by strengthening vocational skills, entrepreneurship, employment pathways, and financial inclusion, particularly for young women and underserved youth.

The Youth Empowerment Project Relationship Officer will serve as a critical connector between youth beneficiaries, ecosystem partners, the project and FINCA Tanzania. The role ensures that youth identified and mobilized through project partners are effectively engaged, supported, transitioned to appropriate financial services, and continuously followed up to maximize their economic success.

The officer will drive outcomes in youth mobilization, financial inclusion, partner coordination, customer experience, and data-driven project learning.

Reporting to: Partnerships Manager (Functional) & Branch Manager (Administrative)

Employment Type: 2 Years Contract -Renewable

Essential Duties

Partner Coordination & Ecosystem Engagement

- Support the Partnerships Manager in engaging implementing partners, vocational training institutions, CBOs, youth groups, and local stakeholders.
- Coordinate joint field activities, youth mobilization sessions, and community engagement events.
- Facilitate logistical arrangements for trainings, workshops, and joint field visits.
- Maintain structured communication with partner focal persons and ensure alignment with agreed work plans.
- Collect partner updates, monitor activity implementation, and flag operational risks.
- Prepare structured field visit notes and partner feedback summaries for internal reporting.

Youth Mobilization & Beneficiary Support

- Mobilize youth for project training, sensitization forums, internships, and placement activities.
- Conduct structured information sessions on IEOY services and economic opportunities.
- Support youth onboarding pathways – both group-based and individual.
- Track youth attendance, participation, and post-training transitions.
- Identify and escalate youth-specific barriers (e.g., documentation gaps, digital access challenges).
- Provide structured follow-up to ensure continuity from training to economic opportunity.

Youth Financial Services Linkage (Branch Integration)

- Sensitize youth on FINCA products including savings, digital banking, credit, and MSME support services.
- Coordinate with branch teams to facilitate account opening and onboarding.
- Support digital banking activation and provide basic financial education guidance.
- Conduct follow-ups to promote active account usage and reduce dormancy.
- Work closely with branch portfolio officers to support youth enterprise pipeline development.

Data Collection, Documentation & Reporting

- Record daily and weekly youth engagements, referrals, and service linkages.
- Capture partner activity updates and maintain attendance records.
- Submit structured field reports to the Partnerships Manager and branch leadership.
- Maintain updated beneficiary databases, referral logs, and documentation files.
- Provide insights and feedback to support project learning and adaptive management.

Relationship & Customer Experience Management

- Maintain professional relationships with youth beneficiaries, partners, and community stakeholders.
- Monitor youth satisfaction and service experience indicators.
- Resolve basic client issues or escalate appropriately.
- Uphold FINCA's customer protection principles and ethical standards at all times.

Experience & Qualifications

- Diploma or bachelor's degree in Community Development, Project management, Economics, Education, Business, Marketing, or a related field.
- Minimum of 2 years' experience in community outreach, youth programming, field mobilization, financial inclusion, or related development ecosystems.
- Experience working with civil society organizations, youth groups, vocational institutions, or local partners is an added advantage.
- Experience in financial or digital services is desirable.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong community mobilization and youth engagement skills.
- Effective stakeholder and partnership management capabilities.
- Professional communication and facilitation skills.
- High ethical standards and customer-centric mindset.
- Ability to work independently with structured reporting requirements.
- Strong interpersonal skills with empathy and youth-friendly orientation.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Experience using digital data collection tools (smartphones/tablets).
- Basic understanding of mobile/digital financial services (an added advantage).
- Fluency in English and Swahili.

How To Apply

Apply: Send your CV not later than March 8, 2026 to TZ_Recruitment@finca.co.tz

Only shortlisted candidates will be contacted

2. JOB TITLE: Risk Management and Compliance Officer

Location: Dar es salaam

Validity period: 23/02/2026 – 09/03/2026

Job Summary

The Risk Management and Compliance Officer is responsible for risk identification, analyzing, evaluating, recommending for mitigation, reporting and constantly monitoring agreed mitigation plans. The person assists the Senior Risk Management and Compliance Officer to ensure that the bank's financial and non-financial risks are properly managed and remain within the acceptable level approved by the Board of Directors and maintain a good compliance environment.

Reporting to: Senior Risk Management and Compliance Officer

Essential Duties

Risk Management (35%)

- Conduct Risk assessments and recommend appropriate remedial plan on identified gaps.
- Monitoring of Risk registers from Risk Control Self-Assessment (RCSAs) and provide status to Senior Risk Management and compliance officer.
- Monitoring Key Risk Indicators and align with process owner on the mitigation strategies and timeframe.
- Carry out different review assignments in accordance with the Risk and Compliance policy and procedures to determine areas of highest exposure with intent to improve risk exposures.

Regulatory Compliance (35%)

- Monitoring of Regulatory Returns to ensure accuracy of reports and timely submission to Bank of Tanzania and other regulatory agencies.

- Perform different review assignments to establish compliance with laws, regulations, circulars, to ensure FINCA Microfinance bank is adhering to regulatory requirements
- Conduct monitoring review of key Compliance risk areas including but not limited to credit portfolio review, collateral management, documentation, consumer protection compliance, AML, KYC, Account opening, Dormant account reactivations, Agent Banking, Mobile Banking and transactions monitoring.
- Ensure Regulatory compliance library is up to date and internal PEP list is regularly updated.
- Evaluate policies and operational procedures to ensure they comply with regulations and applicable laws of the Bank of Tanzania; where inconsistencies are found, propose for immediate changes.
- Conduct monitoring of suspicion transactions for subsequent AML reporting and follow up to ensure staff completed AML training.
- Coordinate with the office of a Legal Counsel for new enacted Laws /amendments and subsequent Regulations that affect FINCA banking business and monitor implementation thereof.
- Monitoring of compliance of Subsidiary General Policies Manual (SGPM) and its appendices as updated from time to time, where the Tanzanian local laws contradict with SPM immediately propose changes to ensuring local laws supersede the SPM

Reporting (20%)

- Timely prepare and submit accurate Risk and Compliance assessment reports within the approved assessment schedule.
- Prepare monthly Risk and Compliance activities Report and submission to senior Risk Management and Compliance officer.

Training. (10%)

- Regularly conduct training to staff on compliance with applicable laws, regulations and new or upcoming compliance requirements.
- During the Risk and Compliance assessment, provide guidance and conduct coaching to staff in some of the areas of weakness that have been identified.

Qualification And Competence

Education:

- A University degree in Law, Economics, Finance, Accounting or Business-Related Studies. Certification in Compliance or Risk Management will be an added Advantage.

Experience and competence:

- 2 years' Experience in working with either Micro-finance or Banking institution
- A sound knowledge of principles and practices of Microfinance, banking, and other deposit taking and or lending Institutions
- Knowledge and effective application of all relevant banking policies, processes, procedures and guidance to consistently achieve required standards or benchmarks.
- Previous working experience as Compliance Officer will be an added advantage
- Self-empowerment to enable development of open communication, organizational capacity, teamwork and trust that are needed to make the required changes.
- Fluency in written and spoken English
- Proficiency with MS Excel, Word, Power Point, Visio and other computerized Office application

How To Apply

Apply: Send your CV not later than March 9, 2026 to TZ_Recruitment@finca.co.tz

Only shortlisted candidates will be contacted