



FINCA[®]
Microfinance Bank

We are
HIRING!

Record Management Intern 

Reporting to:
Human Resource Officer

► **Apply Now**

Send your CV not later than
June 2, 2026 to TZ
Recruitment@finca.co.tz



 +255 755 980 350

Tuijenge kesho pamoja



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Job Summary

FINCA Microfinance Bank Tanzania Limited is seeking a talented Record Management Intern to join its dynamic team. The Record Management Intern assists in organizing, digitizing and maintaining physical and digital files.

Essential Duties :

- o Digitization: Scanning paper documents and accurately indexing them in the HR Shared folder.
- o Filing and Organization: Shelving, labelling and shelving employee files for both active and exit employees as per the bank's classification system.
- o Data entry and Maintenance: Updating information in the HR Shared Folder on exit employees' documents or training records to ensure data integrity.
- o File retrieval: Assist HR in locating and retrieving specific physical or achieved records when requested.
- o Record Disposition: Help in tracking the retention schedules to safely achieve or dispose of exit staff files, records in compliance with the regulatory requirements and the bank's policies and procedures.
- o Auditing: Conducting staff file audits to identify missing documents, verify file request/ transfer logs and maintain quality control.

Qualifications:

- o Technical Skills: Strong computer literacy, particularly in Microsoft Office Suite (Word, Excel), Document Scanners etc.
- o Soft skills: High attention to detail, strict adherence to confidentiality and strong organization skills.
- o Physical Requirements: Ability to lift heavy file boxes and stand/walk for extended periods when managing achieve facilities.

Education

- o Diploma in Records Management, Library Science or related administrative field

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#Only shortlisted candidates will be contacted

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