



NATIONAL INSURANCE CORPORATION (NIC)



ADVERTISEMENT FOR VOLUNTEER VACANCIES AT NATIONAL INSURANCE CORPORATION

1.0 Background

National Insurance Corporation (NIC) is the leading Insurance Company in Tanzania established under Companies Ordinance Act, CAP 212, to transact insurance business of all forms and to re-insure or co-insure. NIC invites suitable qualified Tanzanians to fill **21 vacant posts** for **Volunteer**. The volunteer program aims to provide young volunteers with the opportunity to gain skills and work experience.

I. Insurance Officer II – 5 Posts

Minimum Qualifications

Holder of Bachelor Degree in one of the following areas; Insurance, Actuarial Science, Social Protection, Risk Management, or equivalent qualifications from recognized Institution Knowledge of insurance products;

II. Records Management Assistant II 4– HQ 2 and Tabata 2

Minimum Qualifications

Holder of Diploma in one of the following fields: Records Management, Archives, Archive and Documentation, Records and Information Management or equivalent qualifications from recognized institutions with working experience of at least four (4) years in a relevant field.

III. ICT Officer II-1 Post

Minimum Qualifications

Holder of Bachelor Degree or advance Diploma in one of the following fields: Computer Science, Engineering, Software Engineering, Information Technology, Database Administration, Computer Systems Analysis, Computer system security, Network Administration, Web and multimedia administration, Computer

Applications, Computer Programming or equivalent qualifications from a recognized institution with working experience of at least four (4) years in related field.

IV. Planning Officer II- 2 Post

Minimum Qualifications

Holder of Bachelor Degree in one of the following fields: Economics, Project Planning and Management, Economic Planning or equivalent qualifications from recognized Institutions. Must be computer literate.

V. Accounts Officer II-2 Post

Minimum Qualifications

Holder of Bachelor degree in one of the following areas; Accountancy, Finance, Commerce or Business Administration majoring in Accounting or Finance or equivalent qualifications from recognized Institution or Intermediate Certificate (Module D) offered by NBAA.

VI. Legal Officer II-1 Post

Minimum Qualifications

Holder of Bachelor Degree in Law (LLB) from recognized institutions and must have attended and passed Internship or Law School of Tanzania.

VII. Technician – Graphic Designer II-1 Post

Minimum Qualifications

Diploma in Information and Communication Technology, Computer Science, Graphic Design, Multimedia Production, and or Mass Communication.

2.0 General Conditions

- i. All applicants must be Citizens of Tanzania with an age not below 18 years old and not above 35 years old and must have never been employed in any Public Institution,
- ii. The duration of the volunteer period shall not exceed twelve (12) months and may be renewed for a maximum of two additional periods,
- iii. Must have never been convicted by a court of law for criminal offenses or disciplinary misconduct;

- iv. Must have good conduct and behavior that is acceptable to the community;
- v. Must have never been employed in any Public Institution since graduating from their studies;
- vi. People with disabilities are highly encouraged to apply and should indicate clearly in their applications;
- vii. Application letter addressed to Managing Director–NIC stating the position you are applying for;
- viii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ix. Applicants should apply on the strength of the information given in this advertisement;
- x. Applicants must attach their certified copies of their academic certificates;
- xi. Attaching copies of the following certificates is strictly not accepted: -
- xii. Form IV and form VI results slips.
- xiii. Testimonials and all Partial transcripts
- xiv. Copy of National ID/Voters registration ID/Driving license;
- xv. Introduction letter from local Government;
- xvi. An applicant should indicate three reputable referees with their reliable contacts;
- xvii. A signed application letter should be written either in English and Addressed to **Managing Director, National Insurance Corporation (NIC) P.O. Box 9264, Dar es Salaam** and sent via email to; sales@nicinsurance.co.tz
- xviii. Deadline for application is **21st August, 2026**;
- xix. Only shortlisted candidates will be informed on a date for interview and;
- xx. Presentation of forged certificates and other information will necessitate to legal action;

Released by:

**MANAGING DIRECTOR
NATIONAL INSURANCE CORPORATION OF TANZANIA (NIC).**