MICROF COMPANY LIMITED

"Microfinance & SACCOS Trainings. Consultancy & Research"

JOB ANNOUNCEMENT

DATE: 25th SEPTEMBA, 2017

Microf Ltd is a Company limited by guarantee established on 27th January, 2016 with head offices in Kinondoni "B" Dar Es Salaam. Microf Ltd deals with training, consultancy and research in Cooperatives, Microfinance and Banks across East African region. Currently, the Company has four (4) open vacant positions based in Dar Es Salaam but with frequent travel upcountry;-

1: Consultant (1 Position)

Consultant will deal with marketing of consultancy services available at the Company, engage into execution of some consultancy assignments and act as a liaison person between clients and the Company. Candidate must have attained degree or its equivalent in business administration, project management, co-operatives, banking or microfinance and enterprise development. A minimum of two (2) years working experience with SACCOS, Microfinance Institutions and Banks is desirable. Basically, candidate to qualify for this position must be able to develop and write project proposals, policies, operational manuals and plans such as business and strategic plan.

2: Relationship Manager -MFIs &Bank Services –RM-MBS (1 Position)

RM-MBS will deal with coordination and marketing of training services to Microfinance Institutions and Banks across East African region. Candidate must have attained degree or its equivalent in business administration, marketing, banking or microfinance and enterprise development. Other criteria: working experience of not less than two (2) years in banks or microfinance institutions, fluent in both Swahili and English languages and conversant with East African Microfinance Market.

3: Manager Finance and Administration – MFA (1 Position)

MFA will deal with accounting and finance issues at the Company. An ideal candidate must be good in bookkeeping, accounting, financial report writing, analysis and interpretation and taxation. Other criteria include;- holder of degree or its equivalent in Accounts related field, proven experience of not less than two (2) years working as an accountant, CPA holder will be given first priority.

4. Relationship Manager – Other Co-operative Services –RM-OCS (1 Position)

RM – OCS will deal with coordination and marketing of training services to other Co-operative Societies like UNIONS, AMCOS, etc in Tanzania Mainland. Candidate must have attained degree or its equivalent in Co-operative Management or Law (LLB). Other criteria: at least one (1) year working experience in any other Co-operative Societies and **NOT** SACCOs.

General Terms and Conditions:

A Competitive salary package awaits for a successful candidate. If you feel qualified and interested, please e-mail us your CV with a brief explanations on how best you will perform your tasks and covering letter addressing to the Chief Executive Officer, Microf Company Limited, P. O. Box 75779 Dar Es Salaam through microfmd@yahoo.com in case of any enquiries do not hesitate to call our Ag. Head of Operations on 0786 972 232. Deadline is 29th September, 2017 at 17:00hrs.