



NATIONAL SOCIAL SECURITY FUND

Shirika la Taifa la Hifadhi ya Jamii

EMPLOYMENT OPPORTUNITIES

The National Social Security Fund (NSSF) which is the leading provider of social security services in Tanzania is hereby inviting applications from suitably qualified, dynamic and motivated Tanzanians to immediately fill vacant positions currently existing in the Fund.

Directorate of Operations

1. Positions: Operations Officers

Duties and Responsibilities

1. Conducting inspection to employers with a view to ensuring compliance.
2. Facilitating registration of new employers and members
3. Clearance of delinquent cases
4. Collection of contributions from employers
5. Administration of members benefits
6. Generation of reports
7. Educating employers and members on matters relating to NSSF operations
8. Performing other related duties as may be assigned from time to time

Educational Qualification and work experience

- First degree or its equivalent
- Training or exposure in Social Security environment will be an added advantage

- Skills and competence
- Computer literacy.
 - Excellent communication skills.

Mode of application:

Applications in writing enclosing detailed curriculum vitae, certified copies of relevant certificates, contact address including telephone numbers, email address and names and addresses of three referees to be addressed to the undersigned.

Please take note of the following;

1. Applications without latest CVs will not be considered;

Director, Human Resources and Administration

National Social Security Fund,

P.O. Box 1322,

DAR ES SALAAM

The closing date for submission will be on 25th July, 2014. Only short listed candidates will be contacted.

Hotline: +255 756 140140

Email: dg@nssf.ortz

