

Established 70 years ago as a finance house, Diamond Trust Bank has today grown into a leading commercial bank offering a wide spectrum of banking services. Through its affiliation in Uganda, Kenya and Burundi, DTB has a regional presence which none of the peer banks can boast of. DTB Tanzania is consistently ranked amongst the most successful banks in the country with Profit before Tax increasing at a CAGR of 32% over the last 6 years.

With 25 operational branches in Tanzania, DTB is now looking for capable and qualified individuals to fill the following positions:-

1. HEAD OF CORPORATE BANKING

Reporting to the CEO, Head of Corporate has primary responsibility to contribute to the growth in volume and earnings of Bank’s Corporate Banking business and ensuring a healthy Corporate Banking portfolio by guiding, mentoring the corporate banking team and fostering responsible client/bank relationships.

Key Responsibilities;

- Provide high quality closure of credit process through the branch channel.
- Ensure overall health of the corporate portfolio.
- Ensure growth in volumes & earnings from the portfolio being handled in line with agreed business budget.

Educational qualifications

- University degree or equivalent qualification in Business Administration, Banking, Finance or related field / equivalent experience.

Experience & competencies required

- A minimum of 10-15 years banking experience, with at least 5 years in a senior managerial position with direct handling of the credit portfolio.

Repeat Advertisement. Those not meeting the qualification and those who have applied before are advised not to send applications.

2. MANAGER - ALTERNATE DELIVERY CHANNELS

Reporting to Head – Retail Banking, responsible to develop and implement a road-map for innovation and development of the Alternate Banking Channels of the Bank, including Mobile Banking, Internet Banking, Card business, ATMs, POS, Agency Banking and other alternative channels.

Key Responsibilities;

- Create and implement channel strategies for all customer segments to achieve effective channel use, sales and customer satisfaction targets, operational efficiency and a seamless product and relationship experience for customers.
- Accountable for managing the channels and maximizing performance as well as profitability.
- Lead Alternative Channels Call Centres, taking overall responsibility for the business performance of the call centers: Ensuring all measures and targets associated with customer service, risk and controls are met in addition to developing sales capability of centres through training or other methods.

Educational qualifications

- University graduate preferably in Business/Management.
- Diploma / Degree in ICT an added qualification.

Experience & competencies required

- At least 5 years prior experience with strategic development in Alternative channels and e-business field in Banking.

3. MANAGER - SALES (HEAD OFFICE - DSM)

Reporting to Head – Retail Banking, the incumbent will be responsible to provide business marketing strategy through development of creative sales initiatives.

Key Responsibilities;

- Lead a team of Marketing officer at branches for enhanced sales
- Development of effective sales strategies of banking products and CASA/ Time deposit
- Managing Sales promotions, marketing and campaign processes for the organization.

Educational qualifications

University graduate preferably in Business/Management.

Experience & competencies required

- 5 years minimum experience in sales /marketing position in a commercial bank.

4. MANAGER LOAN RECOVERY

The incumbent will be a member of business support with responsibility for ensuring the delivery of recovery strategies of a portfolio of Customers experiencing financial distress.

Key Responsibilities;

- Ensure appropriate recovery is achieved and generally provide pragmatic and effective legal support on impaired debts of the Bank.
- Lead detailed negotiations with Customers regarding the exit recovery strategy.
- Assist in preparation of summons, instructions to external lawyers and manage recovery of debts through the Courts, including disposals of debtors’ assets.
- Manage relationships with external service provider such as Liquidators, Executors, Police, Messengers of the Courts, Accountants, Receivers, Judicial Managers, Valuers, etc.

Educational qualifications

- Bachelor’s degree with professional banking qualifications.

Experience & competencies required

- Minimum 5 years working experience in banking industry.

5. ASSISTANT MANAGER OPERATIONS

Reporting to Head of Operations, the incumbent will be responsible for implementation of the of systems, process and guidelines to enhance efficient operations at the Centralised Back Office.

Key Responsibilities;

- Provides operational support in terms of infrastructure and logistics that are required for effective branch operations and networks.
- Implementation of sound operational programmes to ensure fraud prevention.
- Capacity building and training of operational staff.
- Rectification of audit irregularities and ensues branches adheres to internal procedure.

Educational qualifications

- Post graduate / graduate qualification in Banking, Accounting or Finance or any other relevant discipline.

Experience & competencies required

- 5 years minimum Banking experience
- At least 2 years’ experience as Branch Manager / Supervisor at a large branch

6. ASSISTANT MANAGER – AGENCY BANKING

Reporting to Manager Alternative Delivery Channels, The candidate will be responsible for driving customer acquisition and generating revenues through Agency Banking by recruitment and management of agents.

Key Responsibilities;

- Identification / selection of the new prospective agents in their areas.
- Ensure training of agents and agent assistants.
- Ensuring that the Agents are monitored effectively.
- Growing the retail Agency business.

Educational qualifications

- A Bachelor’s Degree in Banking, Accounting , Finance or any other relevant

Experience & competencies required

- At least 4 years’ experience as a supervisor/officer in banking with at least 1year of specific experience in Agency Banking business.

7. ASSISTANT MANAGER – RECRUITMENT / CAREER DEVELOPMENT / KNOWLEDGE MANAGEMENT

Reporting to Head-Human Resources, the incumbent responsible for Manpower Planning, Training, and Performance Management and ensure these are in line with HR policies and standards.

Key Responsibilities:

- Recruitment of suitably qualified staff to meet the Bank’s skills requirements.
- Monitor and implement capacity building initiatives with the aim of Job learning and staff career Development.
- Identify training needs and develop programs.
- Continuous implement/ review / improvement of the Performance Management Scheme.

Educational qualifications

- A Bachelor’s Degree in either Business Development ; Education or Social Studies
- MBA in Human Resources/Organizational Development/Social Studies/Business Studies will be an added advantage.

Experience & competencies required

- Minimum of four (4) years HR working experience, out of which 2 years should be in a HR position in a banking environment.

8. MBA / POST GRADUATE ROTATIONAL PROGRAM

Our MBA / Post Graduate Rotational program looks for highly motivated individuals who exhibit the potential to excel as future leaders in the banking world.

The Post Graduate Management Training programme shall run for 6 months through a rotational programme in 2 key Departments backed by intensive training and coaching.

The programme aims at developing required skills in specific areas of Banking. The candidates after the rotational will be capable of taking supervisory roles in the Bank with the scope for systematic career growth.

Key Responsibilities;

- Work in 2 specific departments to gain full perspective of the departments.
- Ensure understanding of all the operation process and procedural flows of the specific departments.
- Responsible for working alongside with other staff, accepting delegated responsibilities and duties with the goal of learning and developing required skills.

Educational qualifications

- Post graduate/ MBA from a leading domestic/ foreign university.

Competence

- Displays capability to think analytically, exercise good judgment and make thoughtful decisions.
- Displays solid leadership traits.
- Possesses good interpersonal skills.

Only 2 vacancies are available in 2016 for the right candidates with the qualification/ dynamism to be an important contributor in DTB’s future growth in Tanzania.

Candidates older than 28 years as of 30th June 2016 and those not meeting the qualifications are advised not to make the application.

Other Conditions

- Only those who attained the educational qualification in 2015 or 2016 to apply
- Multi lingual abilities will add an advantage
- Transcripts/ marks sheets from Form IV to be submitted
- If you meet the above requirements, Email your:
 - Cover Letter,
 - Transcripts/ Secondary Result Slips from Form IV & Form VI
 - Academic Certificate, and
 - Curriculum Vitae

9. OFFICER – FRAUD INVESTIGATION /SECURITY

Reporting to Head – Risk Management, responsible for investigations of fraudulent acts that result in the receipt or appropriation of Banks funds.

Key Responsibilities;

- Conduct objective, thorough, unbiased and timely investigations into allegations /attempts of fraud.
- Review and research evidence/documents to analyze the overall fact pattern of fraud and synthesize data into a professional report with recommendations.

Educational qualifications

- Bachelor Degree in Economic Crime, Fraud Management or Accounting.

Experience & competencies required

- 3 years hands on experience in a similar role in a banking environment.

10. TREASURY DEALER

Reporting to Head - Treasury, the incumbent main responsibility is to ensure development of Treasury Business.

Key Responsibilities;

- Marketing of Treasury products to clients / banks.
- Conducting deals in the forex market

Educational qualifications

- Bachelor’s degree in Economics / Mathematics with minimum GPA of 4.0.
- Consistence record in Mathematics at both Ordinary and Advance level.

Experience & competencies required

- 2 Years’ experience in the Treasury (Front Office or Back Office) of a commercial bank.
- Strong communication skills in English. Ability to speak /converse fluently in all business languages an advantage.

11. BANKING ASSISTANTS (TELLERS & FRONT OFFICER)

The position is responsible for effective and efficient customer service delivery and ensuring customers are assisted at all time with both cash and non-cash transactions. The position represents the face and image of the Bank in terms of quick and efficient turnaround time in service delivery.

Key Responsibilities;

- Prime interface between customers and the Bank.
- Effective and efficient service delivery.

Educational qualifications

- Bachelor’s degree in Banking, Accounting or Finance and or related professional qualifications.

Experience & competencies required

- Fresh graduates

If you meet requirements for any of the positions advertised, kindly submit your CV clearly indicating the position you are applying for via below E-mail address.

recruitmentseptember@diamondtrust.co.tz

Deadline for application: 30th September 2016
Head Office:
DIAMOND TRUST BANK TANZANIA LIMITED
901 Harborview Towers, Samora Avenue, P.O. Box 115, Dar Es Salaam,
Tel: +255 22 2114891/2 Fax: + 255 22 2124244

For more Info kindly visit our website
www.dtb.tz