



VACANCIES

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

1. Director of Actuarial and Risk Management

Scope of the Position

Will provide the leadership to ensure the Fund is capable of accurately managing the Fund's risks and effectively accomplish existing quality management programs.

Reports to the Director General.

Key duties and responsibilities

1. Provides the overall leadership, vision and direction for Enterprise Risk Management;
2. Develops policies and procedures for the effective operation of Enterprise Risk Management program and reviewing them as appropriate;
3. Performs the overall Risk Assessment of all key risks imparting the Fund, and report to the Management and the Board on the status of these risks and actions taken to control them;
4. Improves Fund's risk management readiness through the implementation of an effective enterprise communication program and risk-based performance.
5. Collaborates with the Internal Audit to ensure that the combined assurance plan is established, implemented and maintained.
6. Ensures that enterprise risk issues are being appropriately investigated, evaluated and resolved.
7. Monitors the performance of the Enterprise Risk Program and related activities on a continuous basis, taking appropriate actions to improve its effectiveness;
8. Coordinates and oversee the development of plans and arrangements for business continuity management;
9. Oversees the implementation of Quality Management System and its continual improvement;
10. Undertakes or cause actuarial valuation of the Fund;
11. Undertakes high level actuarial investigation for schemes managed by the Fund; and
12. Establishes, implements and maintain an appropriate Financial Risk Management Framework.
13. Performs such other related duties as may be assigned by the Director General.

The following distinct areas of expertise and experience are required:

- A Master's Degree in either Economics, Finance, Business Administration, Risk Management, Statistics or related field.
- Must have a strong quantitative background,
- Should Possess a good knowledge of the ISO 9001 Quality Management Standards.
- A minimum period of twelve (12) years of relevant work experience, ten (10) of which in a senior managerial position.
- Strong leadership skills;
- Excellent communication skills;
- Project Management skills.

2. Director of Finance

Scope of the Position

Has an overall control and responsibility of all financial aspects of the Fund.

Reports to the Director General.



Boresha Maisha Yako
NSSF KWANZA
Jiunge Nasi.



Key duties and responsibilities

1. Manages the Directorate of Finance by formulating short and long term work programs for the Directorate and supervising the implementation of such programs;
2. Formulates for Board approval the Fund's financial regulations, policies and procedures to guide financial management in the Fund and take measure to ensure that such regulations, policies and procedures are adhered to;
3. Prepares budget guidelines for use by all directories and departments in the Fund and ensure that such guidelines are followed;
4. Oversees the prudent management of the Fund's resources and maintain proper records of those resources;
5. Establishes a system for short-term investment of funds and ensure that an effective treasury management exists in the Fund;
6. Assists the Director General in preparing and presenting to the Board of Trustees the annual budget and take measure to ensure that operations proceed according to the approved budget;
7. Advises the Director General on all matters pertaining to financial management and accounting and ensure that both are appraised of opportunities and threats that have a bearing on the finances of the Fund;
8. Prepares periodic reports outlining the performance of the Directorate and the status of the Fund's finances; and
9. Performs such other related duties as may be assigned by the Director General.

The following distinct areas of expertise and experience are required:

- A Masters' Degree in Financial Management, Accounting/Finance or related field of study,
- Must be a holder of CPA (T) or equivalent professional qualifications and be registered with NBAA as Certified Public Accountant.
- A minimum period of twelve (12) years of relevant work experience, ten (10) years of which in a senior managerial position in a reputable organization and related field.
- Strong leadership skills;
- Excellent communication skills;
- Project Management skills.

3. Director of Human Resources and Administration

Scope of the Position

To develop and deliver people management strategies which support the Fund's overall strategic goals and objectives. Contributes to both strategic and operational level in order to identify HR priorities and recommend appropriate people management solutions which support Funds objectives. Reports to the Director General

Key duties and responsibilities

1. Manages the Directorate of Human Resources and Administration by formulating short and long-term work programs for the Directorate and supervising the implementation of such programme;
2. Formulates for Board's approval the Fund's personnel policies and procedures to guide human resources management in the Fund and take measures to ensure that such policies and procedures are adhered to;
3. Oversees all aspects of human resources management – including staff recruitment, placement, training and development, remuneration, staff welfare, discipline, performance appraisal etc in accordance with the Fund's personnel policies and systems;
4. Provides support to all Directors and Heads of Department on the proper management of human resources in their respective Directorates and Departments;
5. Advises the Director General on all matters pertaining to human resources management and the provision of administrative services and ensure that both are appraised of opportunities and threats that have a bearing on the management of human resources in the Fund;
6. Prepares periodic reports outlining the performance of the Directorate and the status of the human resources as well as the provision of administrative services; and
7. Performs such other related duties as may be assigned by the Director General.

The following distinct areas of expertise and experience are required:

- A Master's Degree in Human Resources Management,
- A minimum period of twelve (12) years of relevant work experience, ten (10) of which in a senior managerial position in a reputable organization.

- Strong leadership skills;
- Excellent communication skills;
- Project Management skills.

4. Director of Internal Audit

Scope of the Position

This position leads the Internal Audit directorate in the Fund in the accomplishment of its mission of providing assurance and to assist in the management of Fund's risks

Key duties and responsibilities

1. Manages all Internal Audit activities to fulfill the purpose and responsibilities as approved by the Audit Committee of the Board;
2. Provides risk management and internal control support regarding effective operating and designed controls, risk mitigation strategies and overall compliance with Fund's policies and procedures;
3. Manages and reviews all test work, including the internal control environment and promoting continuous enhancements and improvement of financial and operational controls, processes and system capabilities;
4. Advises on adequacy of policy and guidelines on ethics and fraud investigation;
5. Oversees the overall work quality of the Directorate of Internal Audit, which includes maintaining or updating, as necessary, the Directorate's quality assurance standards;
6. Performs annual risk assessment during audit planning and development of audit strategy, audit plan and audit scope;
7. Ensures maintenance of conducive relationship throughout the Fund as a means of obtaining information needed to perform functional duties, provide business advisory service and strategic recommendation;
8. Periodically communicates and provides recommendations based on audit results to the Management and the Audit Committee of the Board;
9. Oversees the execution of other tasks or special assignments when required by the Management or Board of Trustees such as review of system implementations, due diligence review and internal investigation;
10. Interfacing with the External auditors and participating in Management response to the External Auditor's comments and recommendations to the statutory audit;
11. Performs such other duties as may be assigned by the Director General or Board of Trustees.

The following distinct areas of expertise and experience are required:

- A Masters Degree in Financial Management, Accounting/Finance or related field of study,
- Must be a holder of CPA (T), Certified Internal Auditor (CIA), or equivalent professional qualifications and be registered with NBAA as Certified Public Account;
- Should be a Certified Fraud Examiner (CFE);
- A minimum period of twelve (12) years of relevant work experience, ten (10) years of which in a senior managerial position in a reputable organization and related field.
- Strong leadership skills;
- Excellent communication skills;
- Project Management skills.

5. Director of Information Technology

Scope of the Position

The Director of Information Technology is responsible for the overall planning, organizing, and execution of all IT functions in the Fund. This will include directing all IT operations to meet directorates, departmental and regional requirements as well as the support and maintenance of existing applications and development of new technical solutions as may be needed. He will report to the Director General

Key duties and responsibilities

1. Manages the Directorate of Information Technology by formulating short and long term programs for the Directorate and supervising the implementation of such programme;
2. Formulates for Board approval the Fund's Information Technology Policies and guidelines for use in the application of Information Technology in the Fund's activities, and takes measures to ensure that such policies and guidelines are adhered to;

3. Facilitates the application of modern information technology in all aspects of the Fund Management and ensure that such application is constantly updated;
4. Assists all business units in solving problems related to the use of information technology equipment and systems and take measures to ensure that information management in the Fund is secure;
5. Monitors the use of information technology in the Fund, and takes measures to prevent the occurrence of problems;
6. Advises Director General and the Board on all matters pertaining to Information Technology Management, and ensures that both are appraised of opportunities and threats that have a bearing on the Management of information in the Fund;
7. Prepares periodical reports outlining the performance of the Directorate and the use of Information Technology in the Fund; and
8. Performs such other related duties as may be assigned by the Director General from time to time.

The following distinct areas of expertise and experience are required:

- A Master's Degree in Computer Science
- A minimum period of twelve (12) years of relevant work experience, ten (10) of which in a senior managerial position in a reputable organization and related field.
- Strong leadership skills;
- Excellent communication skills;
- Project Management skills.

6. Director of Operations

Scope of the Position

The Director of Operations is responsible for the overall planning, and execution of all Fund's operation functions. Reports to the Director General.

Key duties and responsibilities

1. Manages the Directorate of Operations by formulating short and long term work programs for the Directorate and supervising the implementation of such programs;
2. Formulates for the Board approval the Fund's operating regulations, policies and procedures to guide the registration of members, collection of contributions and administration of benefits to members and take measures to ensure that such regulations, policies and procedures are adhered to;
3. Maintains proper and up-to-date records and statistics of members and their contributions;
4. Facilitates the carrying out of actuarial studies and advise the Director General on the implications of the results of such studies;
5. Establishes service standards in the administration of benefits and assist Regional Managers in meeting those activities;
6. Advises the Director General through on all matters pertaining to compliance and benefit administration and ensure that both are appraised of opportunities and threats that have bearing on the operations of the Fund;
7. Prepares periodic reports outlining the performance of the Directorate and the status of the Fund's operations; and
8. Performs such other related duties as may be assigned by the Director General from time to time.

The following distinct areas of expertise and experience are required:

- A Master's Degree in Social Science preferably in insurance, Business Administration, Social Security Administration, Management or equivalent qualifications;
- A minimum period of twelve (12) years of relevant work experience, ten (10) of which in a senior managerial position in a reputable organization.
- Strong leadership skills;
- Excellent communication skills;
- Project Management skills.

7. Director of Planning, Investment and Projects

Scope of the Position

Overall responsible for directing and overseeing planning and investment functions in the Fund, performs analysis of investment trends of the Fund and makes recommendations for new and existing investments. Oversees the projects implementations. Reports to the Director General.

Key duties and responsibilities

1. Manages the Directorate of Planning, Investment, Projects and Estates by formulating short and long term work programmes for the Directorate and ensure successful implementation of the programmes;
2. Formulates for Board approval the Fund's investment policies and procedures to guide long-term investment management in the Fund, and takes measures to ensure that such policies and procedures are adhered to;
3. Ensures effective implementation of all aspects of corporate planning and investment-including the preparation of investment plans, feasibility studies, performance monitoring, project management, project evaluation in accordance with the Fund's investment policies and systems;
4. Ensures effective Management of all aspects of projects in the Fund;
5. Ensures all aspects of estate management - Including maintenance, client/user relationships, etc are managed effectively and efficiently in accordance with the fund's estate policies and systems;
6. Advises the Director General and the Board on all matters pertaining to investment management, and ensures that both are appraised of opportunities and threats that have a bearing on the investment portfolio of the Fund;
7. Submits timely periodic reports outlining the performance of the Directorate and the status of the Fund's investments;
8. Monitors and appraise performance of staff on continuous basis to ensure attainment of directorate objectives;
9. Conducts monthly staff meeting to review performance led targets accomplishment;
10. Performs such other related duties as may be assigned by the Director General from time to time.

The following distinct areas of expertise and experience are required:

- A Masters' Degree in Economics or Finance;
- A minimum period of twelve (12) years of relevant work experience, ten (10) of which in a senior managerial position in a reputable organization.
- Strong leadership skills;
- Excellent communication skills;
- Project Management skills.

8. Chief Marketing & Public Relations

Scope of the Position

Reports to the Director General

Key duties and responsibilities

1. Formulates strategies in Marketing and Public Relations function in the Fund including short and long-term work programs, and supervising the implementation of such programs;
2. Develops annual marketing plan for the Fund, strategic marketing planning and market research programs;
3. Plans and promotes marketing and branding of the Fund;
4. Advises the Director General on all matters relating to the Fund's image and social responsibility issues;
5. Promotes the Fund's benefits and services and develop a positive image amongst members of the public and in particular amongst key opinion leaders and stakeholders;
6. Maintains close liaison with members of the press to ensure that the press is aware of the work of the fund and has a positive attitude towards the Fund;
7. Responds to requests for information from members of the public and ensures that correct information is given to the public-always keeping in mind that the Fund's spokesperson is the Director General;
8. Assists Directorates and Departments in publicizing their work and ensuring that a proper image of the Fund is protected at all times;
9. Analyzes marketing trends and recommend appropriate measures to be taken;
10. Manages social media presence and set programs to improve Fund's reputation and recognition;
11. Oversees periodic analysis reports outlining competitive environment and current trends in the stature of the Fund vis-a-vis its key stakeholders;
12. Oversees matters of protocol in the Fund;
13. Manages the complaints Management system of the Fund;
14. Manage Customer satisfaction surveys and reports;
15. Monitors and appraise performance of staff on continuous basis to ensure attainment of directorate objectives;
16. Conducts monthly staff meeting to review performance led targets accomplishment;
17. Performs such other related duties as may be assigned by the Director General from time to time.

The following distinct areas of expertise and experience are required:

- Masters' Degree in Business Administration, Commerce, Marketing, Journalism or Mass communication.
- A minimum period of ten (10) years of relevant work experience eight (8) years of which in a senior managerial position. Training on specific specialization or in management will be an added advantage.
- Strong leadership skills;
- Excellent communication skills;

9. Chief Security Manager

Scope of the Position

Reports to the Director General.

Key duties and responsibilities

1. Provides support to the Director General on matters pertaining to security;
2. Monitors security matters and advises the Director General on steps to be taken to improve the security of the Fund;
3. Identifies risk issues pertaining to Security of the Fund and advise Management on steps to mitigate the risks;
4. Facilitates the investigation of fraud, forgeries, embezzlement and other forms of illegal and/or unauthorized transactions in the Fund;
5. Sets up effective mechanisms for preventing theft and fraud;
6. Investigates all incidents of theft, sabotage, corruption and other malpractices in the Fund;
7. Constantly monitors all transactions in the Fund for purposes of checking illegal activities and ensuring that all rules and regulations are adhered to;
8. Maintains contacts with the country's security organs with a view to strengthening the security of the Fund;
9. Performs such other related duties as may be assigned by the Director General.

The following distinct areas of expertise and experience are required:

- A Masters Degree in Law, Business Administration, Accountancy, Public Administration and Human Resources, Peace and Security from recognized University;
- Possession of a Degree or Advanced Diploma in Security Administration or its equivalent qualifications
- The holder of this position must have training in Security Matters and at least Eight years' experience in senior position related to Security Management
- Strong leadership skills;
- Excellent communication skills;
- Project Management skills.
- Fluency in English and Swahili

10. Planning and Investment Manager

Scope of the Position

Reports to the Director of Planning, Investment and Projects.

Key duties and responsibilities

1. Oversees all aspects of corporate planning and investment including the preparation of investment plans, feasibility studies, performance monitoring, project management, project evaluation etc. in accordance with the Fund's investment policies and system;
2. Participates in the preparation of annual budget to ensure inclusion of due long term planned items;
3. Researches investment opportunities and threats and advise the Fund's Management of any new opportunities and threats;
4. Prepares periodic reports on the status of the investment portfolio; and
5. Performs such other related duties as may be assigned by the Director of Planning, Investment and Projects from time to time.

The following distinct areas of expertise and experience are required:

- A Master's Degree in Economics or Finance
- A minimum period of twelve (12) years of relevant work experience, eight (8) of which should be in a senior Managerial position in a related field in reputable organization.
- Strong leadership skills;
- Excellent communication skills;
- Project Management skills.

11. Projects Manager

Scope of the Position

Reports to the Director of Planning, Investment and Projects.

Key duties and responsibilities

1. Ensures that projects are properly planned, executed at the required quality and within budget and time;
2. Defines the projects objectives and formulate programmes for implementing projects;
3. Directs and manages project development from beginning to end;
4. Defines projects scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders;
5. Develops full-scale projects plans and associated communication documents;
6. Liaises with project stakeholders on an ongoing basis;
7. Draft and submits budget proposals and recommend subsequent budget changes where necessary;
8. Sets and continually manage project expectations with team members and other stakeholders;
9. Oversees the implementation of all projects from their design, preparation execution, to completion;
10. Maintains contacts with contractor and other service providers to ensure that projects are implemented on schedule and in accordance with agreed standards and budgets;
11. Ensures that the Fund's projects management policy is adhered to;
12. Ensures that implementation of all projects abides by set standards and existing laws and regulations;
13. Prepares periodic reports on the status of ongoing projects;
14. Responsible for managing of performance of the staff in the department;
15. Performs such other related functions as may be assigned by the DPIIP from time to time.

The following distinct areas of expertise and experience are required:

- A Master's Degree in Civil Engineering
- Must be Registered with Engineers Registration Board.
- A minimum period of twelve (10) years of relevant work experience, eight (8) of which should be in a senior Managerial position in a related field in reputable organization.
- Strong leadership skills;
- Excellent communication skills;
- Project Management skills.

Remuneration:

The posts carry competitive remunerations as per NSSF Salary Structure and Incentive packages.

Mode of application:

Applications in writing enclosing detailed and latest 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. Only shortlisted candidates will be contacted
2. Applications without latest CVs will not be considered;
3. Applications through email should have all the required documents scanned in PDF format and attached.

Director General

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The closing date for submission will be on 24th August 2017.



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