

**JOB VACANCY- 1 POSITION****ABOUT US:**

Tanzania Commercial Bank is a Bank that provides competitive financial services to our customers and creates value for our stakeholders through innovative products with a vision “to be the leading bank in Tanzania in the provision of affordable, accessible and convenient financial services”. As part of organizational development and management of its human capital in an effective way, Tanzania Commercial Bank commits itself towards attaining, retaining and developing the highly capable and qualified workforce for Tanzania Commercial Bank betterment and the Nation at large.

<b>Position:</b>	<b>Operations Auditor II</b>
<b>Department:</b>	<b>Directorate of Internal Audit</b>
<b>Section:</b>	<b>System and Operations Audit</b>
<b>Salary Scale</b>	<b>COBSS 5 (at Officer Level II)</b>
<b>Reports to:</b>	<b>Chief Manager System and Operations Audit</b>
<b>Location:</b>	<b>Dar es Salaam</b>

**POSITION OBJECTIVE**

Operations auditor is responsible for providing an independent and objective assurance on the effectiveness of the internal control and risk management process. She/he is responsible for acting as facilitator in identifying risk and assessing risk management process, thereby assisting the management in the effective discharge of their responsibility.

**KEY RESPONSIBILITIES**

- To carry out risk assessment of ICT Infrastructure and services in order to come up with risk based plan for area to be audited.
- To prepare audit work program of business unit to be audited on areas of ICT Infrastructure and Services
- To develop script and extract data from the various banking systems for analysis and generation of insights to management
- To execute audit program of ICT Infrastructure and Services as part of execution of the approved annual audit work plan
- To analyze data from various banking system and report exceptions and recommendations for improvement
- To conduct follow up of recommendations from internal and external audits
- To maintain Audit Management System on daily basis and conduct upgrade of the same on quarterly basis
- To Maintain and Support IT Infrastructure of the Audit Directorate.
- To carry out any other related duties as assigned by Supervisor

## QUALIFICATIONS, SKILLS & EXPERIENCE

- Holder of Bachelor Degree in one of the following fields; Computer Science, Computer Engineering, Information Technology, Informatics, Telecommunications, Artificial Intelligence, Actuarial Science or equivalent qualifications from recognized institutions. Knowledge in the use of accounting packages is added advantage.

## PERSONAL ATTRIBUTES AND BEHAVIOURAL COMPETENCIES

- Ability to demonstrate Tanzania Commercial Bank core values:
- Ability to priorities work and to meet deadlines.
- Ability to implement projects / programmers according to set objectives & timelines, across a wide business platform.
- Has sound judgment, common sense and good humor.
- Strong leadership and people management skills.
- Very strong business acumen, with ability to grow business.
- Ability to build effective relationships with all stakeholders
- Self-drive with a results-oriented mindset
- Effective data analysis
- Efficient and quality audit report

The position will attract competitive salary packages and benefits. Applicants are invited to submit their resume via the following link:- <https://www.tcbbank.co.tz/careers> **applications via other methods will not be considered. Applicants need to fill their personal information, academic certificates, work experiences, and application letter. Other credentials will be submitted during the interview for authentic check and administrative measures.**

Tanzania Commercial Bank has a strong commitment to environmental, health and safety management. Late applications will not be considered. Short listed candidates may be subjected to any of the following: a security clearance; a competency assessment and physical capability assessment.

**Deadline of the Application is 22<sup>nd</sup> July, 2025.**

#Mission100by100

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<b>Position:</b>	<b>Senior Manager Operations Auditor II</b>
<b>Rank</b>	<b>Principal Operations Audit II</b>
<b>Department:</b>	<b>Directorate of Internal Audit</b>
<b>Section:</b>	<b>System and Operations Audit</b>
<b>Salary Scale</b>	<b>COBSS 9 (at Principal Level II)</b>
<b>Reports to:</b>	<b>Chief Manager System and Operations Audit</b>
<b>Location:</b>	<b>Dar es Salaam</b>

**POSITION OBJECTIVE**

Internal auditor is responsible for providing an independent and objective assurance on the effectiveness of the internal control and risk management process. She/he is responsible for acting as facilitator in identifying risk and assessing risk management process, thereby assisting the management in the effective discharged of their responsibility.

**KEY RESPONSIBILITIES**

- To carry out assurance and consulting engagements on Management of ICT Infrastructures and services of the bank.
- To provide assurance on data governance to various stakeholders like Management and Board of Directors
- Maintaining and Supporting IT Infrastructure of the Audit Directorate.
- Providing IT Guidance to team members to ensure that the overall objectives of the audit are met.
- Undertake comprehensive planning and risk assessments related to ICT on each assignment to ensure that the engagement identifies potential business risks.
- Ensure that detailed audit work is effectively focused on areas assessed as high risk, thus ensuring maximum payback from the assignment.
- Ensure that recommendations are clearly presented to and agreed upon by management and that a subsequent audit report is issued promptly.

- Ensure that all agreed-upon recommendations are subsequently implemented.
- To carry out any other related duties as assigned by Supervisor
- Champion the customer throughout the bank, balancing customer needs with business requirements and presenting a compelling case for internal change and improvement
- Conduct Customer research and analysing feedback as part of the service/process improvement.
- Ensure necessary regulatory requirements related to service are adhered to

### **QUALIFICATIONS, SKILLS & EXPERIENCE**

- Holder of Master Degree in one of the following fields; Computer Science, Computer Engineering, Information Technology, Informatics, Telecommunications, Artificial Intelligence, Actuarial Science or equivalent qualifications from recognized institutions. Working Experience at least thirteen (13) years working experience in related Field.

### **PERSONAL ATTRIBUTES AND BEHAVIOURAL COMPETENCIES**

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