



# Bank of Baroda (Tanzania) Limited

## Advertisement for Job

Bank of Baroda, a leading nationalized bank in India is an international bank. The Bank of Baroda has worldwide presence by way 8243 branches in India and 96 branches/offices at overseas Centre. It is one of the largest banks in India.

Bank of Baroda entered Tanganyika way back in 1956 and remained till nationalization of financial institutions up to February 1967. The Bank had three branches in Dar es Salaam, Mwanza and Moshi at the time of nationalization under Arusha declaration. The bank had come back to play its role in the economic development of the country and well-being of the people of the United Republic of Tanzania in October 2004.

Bank of Baroda (Tanzania) Limited is fully owned subsidiary of Bank of Baroda. As part of the expansion program bank is looking for **Credit Manager AND Clerk cum Teller** for their operations in Tanzania. Presently the Bank has branches in Dar es Salaam, Arusha, Kariakoo and Mwanza.

The Bank is providing full-fledged banking operations and serving the people in all walks of life. The bank is financing businessman, traders, manufacturers, retailers, individuals, employees of well-established companies, institutions, government departments, SMEs etc. In addition to other Banking Services.

### **JOB OPPORTUNITY 01**

01.01. Position and no of vacancies: **Credit Manager -01**

01.02. Major responsibilities shall include:

- He/she will be overseeing Credit department and Credit Monitoring department
- Oversee Credit functions of the bank and associated compliance and risk.
- Monitoring and Functioning for development of Credit portfolio of bank.
- Implementation of Management business strategy.

01.03. Qualifications and Experience:

- 1) Candidate shall have minimum qualification of Graduate in one of the following disciplines: Finance and accounting, Banking, and/or Credit. Candidates with higher qualifications may also apply and due weightage will be given for the same.
- 2) Candidate shall possess the in-depth knowledge about credit analysis, appraisal, pricing etc.
- 3) Candidate shall possess the working knowledge in Credit Screening and Monitoring.
- 4) Candidate shall have minimum of 05 years of experience in Banking at managerial level in field like Credit, Treasury or Operations.
- 5) Candidates shall have Strong analytical ability; excellent communication skills; outstanding organizational and leadership skills; Problem-solving aptitude.
- 6) Candidate is expected to plan, organize, lead and control the daily work of Credit Department of the Bank.

### **JOB OPPORTUNITY 02**

02.01. Position and no of vacancies: **Clerk cum Teller -02**

02.02. Major responsibilities shall include: He/she will be assisting different branches/departments as per requirement of our bank.

02.03. Qualifications and Experience:



## Bank of Baroda (Tanzania) Limited

- 1) Candidate shall have qualification of graduation in one any disciplines.
- 2) Candidate with working experience of more than 01 years in Banking as Clerk will be given preference.
- 3) Candidates shall have Strong analytical ability; excellent communication skills; outstanding organizational and leadership skills; Problem-solving aptitude.

Please note the following:

- a. Candidates holding Local Citizenship i.e. Tanzanian Nationality and qualifying with above mentioned eligibility criteria regarding qualification and experience only can apply for the requested Job opportunity.
- b. The period of Training/Internship will not be considered as Experience for eligibility purpose.
- c. Above number of vacancies may increase or decrease depending on requirement of Bank.
- d. The management reserves the rights of shortlisting and only shortlisted candidates will be contacted for an interview in person.
- e. The management also reserves the rights to cancel this recruitment exercise at any point of time if required.
- f. Remuneration: Successful candidates shall receive a competitive salary and other benefits in accordance with the status of the bank in the industry.
- g. Mode of Application, Candidates who meet the required qualification and experience shall apply in writing accompanied by Application Form (as per format enclosed below), Curriculum Vitae (CV) and a passport size photograph and copies of all supporting documents related to academic qualification and work experience, providing postal as well as E-mail addresses and telephone numbers. In addition, they shall provide names and postal and E-mail addresses of two referees who will be contacted to furnish confidential reports to successful candidates to the following address **not later than 30/04/2024 before 5.00 P.M. (East African Time).**

Managing Director

Bank of Baroda (Tanzania) Limited.

Address: Plot no.149/32, Ohio/Sokoine Drive, P O Box No.5356, Dar es Salaam, TANZANIA Phone no: +255 22 2124472/87, 2124461 (CM), Fax: +255 22 2124457  
Email: admin.tanzania@bankofbaroda.com, Website: [www.bankofbaroda.co.tz](http://www.bankofbaroda.co.tz)

- h. Application received from other modes and after cutoff date and time will not be accepted.
- i. Incomplete Applications without all enclosures will not be entertained.



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(PLEASE FILL THE FORM IN CAPITAL LETTERS ONLY)

## APPLICATION FORM FOR EMPLOYMENT

A. Personal Information:		PHOTOGRAPH
1. NAME		
2. DATE OF BIRTH		
3. GENDER		
4. NATIONALITY		
5. NIDA NUMBER		
6. MARITAL STATUS		
7. NUMBER OF DEPENDENTS		
8. EMAIL ADDRESS		
9. MOBILE NUMBER		
10. PHYSICAL ADDRESS		
11. PERMANENT ADDRESS		

B. EDUCATIONAL BACKGROUND: (starting from the latest)			
SCHOOL/COLLEGE/UNIVERSITY	COURSE NAME/LEVEL	PASSING YEAR	SCORE/RATING

C. WORK EXPERIENCE: (starting from the latest)			
COMPANY NAME	PERIOD	POSITION	REASON FOR LEAVING

D. OTHER DETAILS	
LANGUAGES :( WHICH YOU CAN READ, WRITE AND SPEAK ONLY)	
MAJOR SKILLS (MENTION NAME OF AREA OF EXPERTISE ONLY. FOR EX: BANKING OPERATIONS, CREDIT ETC.	
ANY CREDIT DEFAULT IN PAST	
DO YOU HAVE ANY CRITICAL DISEASE (IF YES PLEASE MENTION)	
OTHER IMPORTANT INFORMATION (IF ANY)	

Declaration: I certify that the information contained in this application is accurate and correct. I understand that any omission or erroneous may be ground for rejection/dismissal.

SIGNATURE:

Date:

Note: Please enclose your Curriculum Vitae (CV), a passport size photograph and copies of all supporting documents related to academic qualification and work experience