

ORGANIZATION VACANCIES

S.No	ROLE	NUMBER
1	Manager - Finance & Accounts	1
2	Senior Manager - Business Development	1
3	Senior Manager - Credit Risk	1
4	Manager - Business Development	4
5	Senior Officer - Internal Audit	1
6	Senior Officer - Business Development	2
7	Senior Officer - Risk & Compliance	1
8	Senior Officer - Finance & Accounts	1
9	Business Development Executive	10
10	Credit Risk Officer	1
11	Recovery Officer	1
12	Accounts Executive	2
13	Human Resources Executive	1
14	ICT Officer	1
15	Administrative Assistant	1

JOB PROFILE: MANAGER – FINANCE AND ACCOUNTS

JOB TITLE	Manager – Finance and Accounts	FUNCTION DEPARTMENT	Finance and Administration
JOB GROUP	Managerial	REPORTS TO	Director – Finance and Administration
JOB GRADE	C2		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The Manager – Finance and Accounts at PASS Trust Tanzania, will be responsible in leading the finance and accounting team to ensure the effective financial management and integrity of the Trust. Reporting directly to the Director – Finance and Administration, they will oversee all financial activities, including budgeting, financial reporting, cash flow management, and compliance. The role requires a strategic mindset, leadership skills, and financial expertise will be crucial in driving the financial sustainability and growth of PASS Trust.

MAIN RESPONSIBILITIES

1. Develop and implement financial strategies aligned with the organizational goals and objectives, ensuring financial sustainability and growth.
2. Lead the annual budgeting process, working closely with department heads to develop accurate and realistic budgets. Monitor budget performance and provide analysis to support decision-making.
3. Prepare timely and accurate financial reports for internal management, board of trustees, donors and other stakeholders ensuring compliance with International Public Sector Accounting Standards (IPSAS).
4. Communicate financial information effectively and provide insights to support decision-making.
5. Manage cash flow effectively to meet operational needs and optimize the use of financial resources implementing strategies to mitigate financial risks and maintain liquidity.
6. Prepare weekly cashflow and projection reports and share with executive committee for decision making.
7. Provide all financial investment security maturities and submitted claim reports in coordination with the Senior Treasury and Resource Mobilization Officer to the Asset and Liability Committee (ALCOM).
8. Establish and maintain robust internal controls to safeguard assets, prevent fraud, and ensure compliance with organizational policies and procedures.
9. Coordinate internal audits and follow-up on open matters.
10. Manage and follow up correspondences relating to TRA matters.
11. Coordinate external audits and ensure timely submission of audit reports liaising with auditors and regulatory authorities to address any audit findings and compliance issues.

12. Provide leadership and direction to the finance team, fostering a culture of collaboration, accountability and continuous improvement.
13. Mentor, coach and develop direct reports to enhance their skills and capabilities.
14. Build strong relationships with internal and external stakeholders, including donors, government agencies, and partners.
15. Evaluate and enhance financial systems and processes to improve efficiency, accuracy, and transparency implementing best practices in financial management and reporting.
16. Identify and assess financial risks facing the organization and develop strategies to mitigate these risks ensuring compliance with legal, regulatory, and contractual obligations.
17. Develop and oversee the implementation of a clear and strong Inclusive Green Growth (IGG) strategy in the Finance unit and digitalization of finance processes.
18. Oversee and supervise daily operations within the Finance unit to ensure that it runs efficiently and effectively.

Job Specifications

Academic Qualifications

1. Bachelor's degree in Accounting, Finance, or a related field
2. MBA or Master's degree in Finance or Accounting is a plus.
3. Professional accounting designations (e.g., CPA-T, CMA, ACCA) is preferred.

Functional Skills

1. Effective Leadership skills
2. Excellent communication and interpersonal skills
3. Financial reporting skills
4. Budgeting skills
5. Risk management skills
6. Strategic thinking skills
7. Financial analysis and forecasting skills
8. Problem-solving skills
9. Financial report writing skills
10. Planning and organizational skills
11. Time management skills

Key Competencies

1. Comprehensive understanding of financial principles, practices, and regulations, including budgeting, financial reporting, cash flow management, and risk assessment.
2. Demonstrated expertise in financial management, including budgeting, financial analysis, and reporting, to ensure sound financial decision-making and resource optimization.
3. Ability to develop and implement financial strategies aligned with organizational goals and objectives, with a focus on long-term financial sustainability and growth.
4. Proficiency in preparing and managing budgets, conducting variance analysis, and forecasting financial performance to support decision-making and planning.

5. Strong analytical skills to interpret financial data, prepare accurate and timely financial reports and provide insights to stakeholders for informed decision-making.
6. Knowledge of internal control frameworks and regulatory requirements to establish and maintain robust internal controls, ensure compliance with legal and regulatory standards, and mitigate financial risks.
7. Strong leadership skills to inspire, mentor, coach and motivate finance teams, foster a culture of collaboration and continuous improvement to drive achievement of organizational goals and objectives.
8. Excellent communication and interpersonal skills to build and maintain strong relationships with internal and external stakeholders, including donors, government agencies, and partners, and effectively communicate financial information and insights.
9. Ability to think strategically and develop financial strategies aligned with organizational goals and objectives, with a focus on long-term financial sustainability and growth.
10. Strong analytical and problem-solving skills to address financial challenges, resolve issues, and make sound decisions in a timely manner to support organizational objectives.
11. Proficiency in financial management and accounting software to evaluate and enhance financial systems and processes, improve efficiency, accuracy and transparency, and implement best practices in financial management and reporting.
12. Ability to identify and assess financial risks facing the organization, develop strategies to mitigate these risks, and ensure compliance with legal, regulatory, and contractual obligations.
13. Ability to adapt to changing financial regulations, technologies, and organizational priorities, and maintain agility in responding to evolving business needs.
14. Commitment to upholding the highest standards of ethical conduct and integrity in financial management practices, ensuring transparency, accountability, and compliance with regulatory standards.
15. Drive for results and commitment to achieving financial targets and objectives, with a focus on delivering value to stakeholders and contributing to the overall success of PASS Trust Tanzania.

Relevant Experience

1. Minimum of five (5) years of progressive experience in finance and accounting roles.
2. Minimum five (5) years' experience in a managerial position.
3. Prior experience in a managerial or supervisory role preferred.
4. Experience in financial analysis, budgeting and forecasting.
5. Familiarity with regulatory compliance and IFRS reporting requirements.
6. Experience in a similar industry or sector is advantageous.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **passtrust@genoservices.co.tz** not later than **24th May 2024**.
3. The applicants should clearly state the job title applied for in the subject line of the email.

JOB PROFILE: SENIOR MANAGER – BUSINESS DEVELOPMENT

JOB TITLE	Senior Manager - Business Development	FUNCTION DEPARTMENT	Business Development
JOB GROUP	Managerial	REPORTS TO	Director – Business Development
JOB GRADE	C1		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The role of the Senior Manager – Business Development is to develop business growth under the guidance of the Director – Business Development, manage the Trust’s credit guarantee risks, credit guarantee portfolio risks, deliver a delightful customer experience and manage client account relationships with partner institutions.

MAIN RESPONSIBILITIES

1. Manage the quality of the Credit Guarantee Portfolio to the quality required.
2. Assist the Director of Business Development in preparation of Board business related reports and presentations.
3. Institute appropriate Credit Guarantee underwriting to assure portfolio quality.
4. Manage the HQ Lending institution relationships at a sound level.
5. Assist to encapacitate leadership and training to Zonal Officers in liaison with the Human Resources Office.
6. Institute the Zonal Offices to ensure they advocate Inclusive Green Growth (IGG) practices to customers and partner banks including the Trust’s working environment. All IGG resilient features must be practiced.
7. In close liaison with the Director of Business Development, plan the Business operation program for the Trust in accordance with overall Business Strategy, annual business plan and ensure that the key performance indicators are attained and/or exceeded.
8. Manage Zonal operations and set annual key performance indicators based on the Trust’s annual strategy, budget and ensure that the agreed targets are achieved.
9. Follow up, support and liaise with the Trust’s Zonal offices to ensure effective business growth and efficient relationships with bank officers at branch level, establish new business, business plans preparation and efficient submission of business plans to banks.
10. Proactively build and maintain effective working relationship with all agricultural/agri-business

stakeholders in all areas of the Trust's operation to develop the visibility and growth for the Trust's business.

11. Assist the zones in identification of demand for assistance and support from target groups in accessing finance from banks. This will cover SMEs in Primary and Secondary agriculture including Agro processing.
12. Assist zones in designing and establishing of feasible models of activities for the smallholder farmer's levels, including diversification of crops, improvement of production practices etc.
13. Promote the role of the Trust during meetings with partner institutions, stakeholders, Potential clients etc., reaching out to them by distributing different promotional materials like handouts, posters etc.
14. Make proposals for corporate clients in agribusiness looking for the Trust's Support to obtain credit facilities from collaborating banks.
15. Make pre-evaluation proposals presented for support and assisting entrepreneurs in improving on proposals into business plans of acceptable standards.
16. Review business proposals received from zones, ensuring quality of business proposals presented to Director of Business Development for recommendation and approval.
17. Aid Zonal offices in identification of potential clients engaged in agriculture value chain with a challenge to access financing.
18. Assist Agro- enterprises clients to obtain credit facilities from collaborating banks.
19. Ensure timely submission of various periodical operation reports, operational results as required for the monitoring and evaluation framework.
20. Monitor the performance of the clients in relation to respective business plans and budget.
21. Ensure timely preparation and submission of all periodic reports to management, Board of Trustees and other stakeholders.
22. Identify and develop solutions for solving bottlenecks in agriculture value chains e.g., production, market access, processing, appropriate, mechanization etc.
23. Plan, organize and manage the Trust's marketing events such as sponsorship/donation, new product launches, outlet opening, annual reports, press releases, announce the Trust's Outreach and impact to community and other activities that the Trust supports to gain public attention through media.
24. Cooperate with the Director of Business Development to implement an effective Quality assurance check on all work done by all zones. Ensure that no work goes out of the office that has not been assessed and approved.
25. Manage to ensure all revenue leakages are attended and all PASS Trust revenues are collected.

Job Specifications

Academic Qualifications

1. Bachelor's degree in Business Administration, Agricultural Economics, Finance or related field from a recognized University.
2. Professional qualification in business development, sales or project management is desirable.
3. A Master's degree (e.g., MBA) is an added advantage.

Functional Skills

1. Selling and negotiation skills
2. Strong interpersonal and networking skills
3. Analytical and information management skills
4. Excellent communication and presentation skills
5. Excellent analytical skills

6. Strategic planning skills
7. Advanced leadership skills
8. Customer experience and relationship management skills
9. Excellent problem-solving skills
10. Teamwork

Key Competencies

1. Excellent understanding and in-depth knowledge of the agricultural sector in Tanzania and worldwide as well as agricultural lending principles, products and market dynamics.
2. Excellent interpersonal and communication skills, with the ability to build rapport and influence key stakeholders.
3. Strategic thinker with a results-oriented mindset and a track record of achieving business growth targets.
4. Exceptional negotiation skills and the ability to navigate complex deal structures and partnerships.
5. Analytical mindset with the ability to gather and interpret market data, identify trends and make data-driven decisions.
6. Leadership abilities with experience in managing and motivating teams to achieve common goals.
7. Demonstrated experience in developing and executing successful business development strategies in the agricultural sector.
8. Entrepreneurial spirit with proven track record of acquiring new clients/partners, expanding market share and driving revenue growth through innovation and creating value in the agricultural lending space.
9. Experience in managing client relationships, conducting client needs assessments, and delivering tailored solutions.
10. Excellent problem-solving skills and the ability to think creatively to overcome challenges and seize opportunities while embracing new technologies and market trends to stay ahead of the curve.
11. Proficiency in CRM and credit appraisal/management software as well as Microsoft office applications.
12. Proactive, flexible and adaptable, with the capacity to thrive while working both independently and as well as part of a team in a fast-paced, dynamic environment.
13. High ethical standards and commitment to upholding integrity and professionalism in all business dealings of the Trust.
14. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Proven experience of seven (7) years or more in business development, sales or relationship management roles within the financial services industry, preferably in agricultural lending or agri-business related sectors.
2. Minimum four (4) years' demonstrated leadership experience in management positions.
3. Demonstrated knowledge of banking and SME finance operations and agricultural finance is an added advantage.
4. Demonstrable knowledge and skills in credit appraisal/analysis especially those related to agricultural finance for corporate, emerging corporate businesses, SMEs, cooperatives, smaller holder farmers, etc.
5. Familiarity with regulatory requirements, compliance standards, and risk management practices in the financial services industry.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **passtrust@genoservices.co.tz** not later than **24th May 2024**.
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JOB PROFILE: SENIOR MANAGER – CREDIT RISK

JOB TITLE	Senior Manager - Credit Risk	FUNCTION DEPARTMENT	Business Development
JOB GROUP	Managerial	REPORTS TO	Director - Business Development
JOB GRADE	C1		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The Senior Manager – Credit Risk’s role is to assess and mitigate potential credit risks associated with lending activities undertaken by the Trust. The role holder will be responsible for analyzing credit data and financial information to make informed decisions on approving or denying credit applications, determining credit limits, and establishing risk management policies and procedures to protect the Trust’s financial interests.

MAIN RESPONSIBILITIES

1. Develop and implement credit risk policies and procedures in line with regulatory requirements and best practices.
2. Assess and analyze credit applications, evaluating the creditworthiness of borrowers and determining appropriate lending terms.
3. Conduct thorough credit risk assessments, including financial analysis, industry risk evaluation, and collateral assessment.
4. Monitor the lending portfolio to identify potential risks and trends and take proactive measures to mitigate identified risks.
5. Review and recommend credit proposals to the delegated authority, ensuring compliance with credit policies and risk appetite. The utmost care must be taken to ensure proper reviewing of applications before approval to control the level of default to a maximum of 5% for the Trust.
6. Collaborate with various departments such as business development, internal audit, risk and compliance, and finance to ensure effective credit risk management across the Trust.
7. Provide guidance and training to business development team on credit risk assessment techniques and best practices.
8. Manage all claims submitted by the lending institutions and ensure appropriate measures as per the credit guarantee contract are taken prior to any claims settlement.
9. Advise the board and management on all default risks, actions taken and mitigations with regards to credit risk.
10. Manage the entire ageing credit guarantee profile together with the data analyst and Finance and Administration Department to ensure appropriate provisions are booked in the books of accounts.

11. Initiate negotiations and appropriate solutions with the lending institutions, including restructuring and rescheduling of facilities to ensure customer/ clients resolve their credit challenges and meet their repayment obligations.
12. Develop and maintain credit risk models and tools to enhance the accuracy and efficiency of credit decision-making.
13. Prepare regular reports and presentations on credit risk metrics, portfolio quality and emerging risk trends for senior management and board review.
14. Stay updated on industry developments, regulatory changes and market trends affecting credit risk management practices.
15. Ensure all revenue leakages pertaining to credit risk portfolios are attended to.

Job Specifications

Academic Qualifications

1. Bachelor's degree in Finance, Accounting, Economics, Business Administration, or related field.
2. A Master's degree or professional certification (e.g., PRM, FRM, CRM) is an added advantage.

Functional Skills

1. Strong understanding of credit risk principles, lending practices, and regulatory requirements.
2. Proficiency in financial analysis, risk assessment techniques, and credit scoring models.
3. Excellent communication and interpersonal skills, with the ability to collaborate effectively across departments and levels of the organization.
4. Analytical mindset with strong problem-solving skills and attention to detail.
5. Ability to thrive in a fast-paced environment and manage multiple priorities effectively.
6. Leadership Skills
7. Teamwork

Key Competencies

1. Ability to analyze complex financial data and identify key risk factors.
2. Capability to make informed decisions based on thorough analysis and evaluation of risks.
3. Thoroughness and accuracy in assessing credit applications and risk profiles.
4. Flexibility to adapt to changing market conditions and regulatory requirements.
5. Collaboration with cross-functional teams to achieve the Trust's objectives.
6. Capability to lead and mentor junior staff members in credit risk management practices.
7. Proficiency in credit appraisal/management software as well as Microsoft Office applications specifically high knowledge in the use of excel in data analytics.
8. Proactive, flexible and adaptable, with the capacity to thrive while working both independently and as well as part of a team in a fast-paced, dynamic environment.
9. High ethical standards and commitment to upholding integrity and professionalism in all business dealings of the Trust.
10. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Minimum of seven (7) years' experience in credit risk management or a related field, preferably within the financial services industry.
2. Demonstrated track record of success in evaluating credit risk and implementing risk management strategies.
3. Experience with credit scoring models, financial analysis tools, and regulatory compliance requirements.
4. Previous experience in managing credit portfolios and assessing credit quality across various industries and market segments.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
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3. The applicants should clearly state the Job title applied for in the subject line of the email.

JOB PROFILE: MANAGER - BUSINESS DEVELOPMENT

JOB TITLE	Manager - Business Development	FUNCTION DEPARTMENT	Finance and Administration
JOB GROUP	Managerial	REPORTS TO	Senior Manager - Business Development
JOB GRADE	C2		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The role of the Manager - Business Development is to oversee the zonal key performance strategic goals that include zonal employees' supervision, development and attainment of Business growth goals, manage the Trust's Credit Guarantee portfolio risks, deliver a delightful customer experience and manage client account relationship with partner institutions within their jurisdiction.

MAIN RESPONSIBILITIES

1. In close liaison with the Trust's Director of Business Development, plan the Business operation program for the zone in accordance with the overall Trust's Annual business plan and ensure that key performance indicators are achieved.
2. Implement the Trust's strategy of acquiring and maintaining the credit guarantee portfolio and fulfilling clients' requests, proper maintenance, recovery solutions where necessary in a professional manner.
3. Carry out pre-evaluations of proposals presented for support and assist entrepreneurs to improve the proposals into Business Plans of acceptable standards. The utmost care must be taken to ensure proper screening and analysis of applications to control the level of default to a maximum of 5% per officer, for the Zone and the Trust in general.
4. Identify entities, key stakeholders and partners in the Agri value chain with potential to bring impact in the agriculture sector.
5. Create business development plans and forecast targets and growth projections from the available business pipeline.
6. Liaise with colleagues to develop new business and marketing strategies to achieve the desired business key performing indicators.
7. Implement an acquisition strategy focused on building and maintaining high quality with long-term relationships with customers.
8. Proactively build and maintain effective working relationships with all agricultural/agri-business

stakeholders in the respective Zone to develop the visibility and growth of the Trust's business.

9. Liaise with relevant key local authorities in the respective zone to identify and promote investments in agriculture and agribusiness in the zone which include Agriculture Ministry, Chamber of Commerce, training centers, MVIWATA, Agricultural officers, Traders, processors etc.
10. Market the Trust's products and services, promote and inform stakeholders of the Trust's role in the agricultural sector at meetings with potential clients, visits to clients, participating in key stakeholders' forums and financial institutions etc.
11. Monitor the performance of the Zone's Loan portfolio, follow up with partner financial institutions, track and identify portfolio guarantees from partner financial institutions as well as analyze and report on classification of loan portfolio.
12. Undertake supervisory role to support portfolio management and support services, including preparing reports and briefs, coordinating resources, maintaining documentation and contributing to the implementation and monitoring of portfolio plans.
13. Supervise BDOs (Business Development Officer) to monitor performance of the clients to ensure that implementation of the investments is as proposed in the respective business plans and budgets. If not, ensure remedial measures are taken promptly.
14. Ensure daily zonal operational activities are managed in an effective and efficient manner.
15. Review work performance of staff in the zonal offices including their development, deployment, appraisal, training and welfare in line with the Trust's objectives.
16. Execute the zonal employee's supervision to ensure they comply to the Trust's human resources policies and procedures.
17. Articulate business knowledge and ensure zonal teams advise clients on financial and economic trends that could affect their businesses and assist clients to acquire credit facilities from collaborating Banks.
18. Liaise with the Business Development Officer to ensure that the proper books of accounts are maintained including basic accounting controls like daily verification of cash in hand, bank reconciliation statements and accounting of receipt/payments for the Zone.
19. Ensure that Zone assets - office equipment, stationery etc. are in proper order, paying specific attention to the safety of vehicles ensuring strict control on movement of same through logbooks and ascertain that they are used for official purposes only.
20. Ensure that expenditures incurred are within limits of the sanctioned budget and within the approved as well as timely submission of various periodical reports - finance and accounting, operational results as required for monitoring and evaluation framework.
21. Manage the budget under this docket which includes recommendation of invoices for payments and proposals/quotes, preparation of budgets for the zone and give inputs to the overall Trust's activity plans and budgets.
22. Identify opportunities within the Trust's ecosystem whilst ensuring that all necessary and relevant Trust records are kept and updated as required.
23. Identify and develop solutions for solving bottlenecks in agricultural value chains e.g., production, market access, processing, appropriate mechanization etc.
24. Ensure that the Zone's activities adhere to the approved Trust policies and procedures as given in government manuals, staff regulations, human resources manual, finance and accounting manual etc.
25. Attend events such as exhibitions and conferences that will provide constructive linkages to the agriculture stakeholders.
26. Promote Inclusive Green Growth (IGG) practices to customers and partner banks in the Trust's working environment.
27. Manage to ensure all revenue leakages are attended and all PASS Trust revenues are collected.

Job Specifications

Academic Qualifications

1. Bachelor's degree in Economics, Business Administration, Agricultural Economics, Finance, Accounts, Banking or related field from a recognized University.
2. Professional qualification and related extensive experience in business development/Sales is desirable.

Functional Skills

1. Selling and negotiation skills
2. Strong interpersonal and networking skills
3. Analytical and information management skills
4. Good communication and presentation skills
5. Strategic planning skills
6. Leadership skills
7. Customer experience and relationship management skills
8. Excellent problem-solving skills
9. Teamwork

Key Competencies

1. Excellent understanding and in-depth knowledge of the agricultural sector in Tanzania and worldwide as well as agricultural lending principles, products and market dynamics.
2. Excellent interpersonal and communication skills, with the ability to build rapport and influence key stakeholders.
3. Strategic thinker with a results-oriented mindset and a track record of achieving business growth targets with demonstrated experience in developing and executing successful business development strategies in the agricultural sector.
4. Exceptional negotiation skills and the ability to navigate complex deal structures and partnerships.
5. Analytical mindset with the ability to gather and interpret market data, identify trends and make data-driven decisions.
6. Leadership abilities with experience in managing and motivating teams to achieve common goals.
7. Proven track record of acquiring new clients/partners, expanding market share, and driving revenue growth.
8. Experience in managing client relationships, conducting client needs assessments, and delivering tailored solutions.
9. Proactive, flexible and adaptable, with the capacity to thrive while working both independently and as well as part of a team in a fast-paced, dynamic environment.
10. Excellent problem-solving skills and the ability to think creatively to overcome challenges and seize opportunities.
11. Adaptability and resilience in the face of change, with the ability to embrace new technologies and market trends to stay ahead of the curve.
12. Proficiency in CRM and credit appraisal/management software as well as Microsoft Office applications specifically high knowledge in the use of excel in data analytics.
13. High ethical standards and commitment to upholding integrity and professionalism in all business dealings of the Trust.

14. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Minimum five (5) years' experience proven experience in business development, credit analysis and or relationship banking with a minimum of two (2) years at managerial level.
2. Good knowledge and experience in Tanzanian agriculture and agribusiness development, business planning, project analysis, monitoring and evaluation.
3. Knowledge in agricultural financing and experience in facilitation of lending to smallholder farmers including experience in negotiating with banks.
4. Demonstrable experience in agricultural supply chain interventions for enhancement of micro, small and medium scale agricultural development.
5. Demonstrable knowledge and skills in credit appraisal/analysis especially those related to agricultural finance for corporate, emerging corporate businesses, SMEs, cooperatives, smaller holder farmers, etc.
6. Familiarity with regulatory requirements, compliance standards, and risk management practices in the financial services industry.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **passtrust@genoservices.co.tz** not later than **24th May 2024**.
3. The applicants should clearly state the job title applied for in the subject line of the email.

JOB PROFILE: SENIOR OFFICER – INTERNAL AUDIT

JOB TITLE	Senior Officer – Internal Audit	FUNCTION DEPARTMENT	Managing Director’s Office
JOB GROUP	Senior Officer	REPORTS TO	Board of Trustees and Managing Director
JOB GRADE	D1		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The Senior Internal Auditor’s role is to safeguard the organization’s assets, ensure compliance with legal and regulatory requirements, financial reporting standards as well as enhance operational efficiency by reviewing and assessing internal controls, policies and procedures. The role holder will develop and implement comprehensive audit plans, assess the effectiveness of internal controls and identify areas for improvement in financial, operational, information technology systems and risk management processes as well as conduct business efficiency audits. Working closely with senior management and other stakeholders, the role holder will provide valuable insights and recommendations to mitigate risks, strengthen internal controls and optimize the Trust’s performance.

MAIN RESPONSIBILITIES

1. Develop and implement comprehensive annual internal audit plans in alignment with the Trust’s objectives and regulatory requirements.
2. Conduct risk assessments to identify key areas for audit focus and ensure appropriate audit coverage.
3. Execute audit engagements to assess and evaluate internal controls, operational efficiencies and compliance with policies, procedures and regulations by performing testing procedures and documenting audit findings.
4. Carry out risk management and compliance audits to assess the effectiveness of internal controls to mitigate risks related to financial, operational and compliance matters.
5. Monitor regulatory changes and industry trends to ensure the Trust’s compliance with applicable laws, regulations and standards.
6. Provide guidance and recommendations to address identified risks and strengthen control environments.
7. Prepare clear and concise audit reports detailing findings, recommendations and action plans for senior management and the Board of Trustees.
8. Recommend revisions and/or additions to policies and procedures to improve operations as well as internal controls.

9. Communicate audit results and insights effectively to the Board of Trustees and management as well as facilitate discussions on risk mitigation strategies and process improvements.
10. Collaborate with management to track and monitor the implementation of audit recommendations.
11. Maintain a comprehensive system for recording all audit plans, work papers, findings, reports and follow-up audits.
12. Ensure timely and accurate completion of the annual audit plan.
13. Conduct special audits as may be required by the Board of Trustees or management and issue reports.
14. Respond to requests to address control issues on new business processes, policies and procedures as well as provide consultative services to the Trust's management as required.
15. Act as a liaison between the Trust and external auditors to ensure alignment and coordination of audit activities as well as coordinate management responses to; and closure of audit issues raised.

Job Specifications

Academic Qualifications

1. Bachelor's degree in Accounting, Finance, Economics, Business Administration or related field from a recognized University.
2. Professional Accounting and Audit Certification e.g., CIA, CISA, CPA-T, ACCA is preferred.
3. Master's degree is an added advantage.

Functional Skills

1. Excellent analytical skills
2. Good communication and presentation skills
3. Strong interpersonal skills
4. Strategic planning skills
5. Report writing skills
6. Leadership skills
7. Excellent problem-solving skills
8. Information management skills
9. Computer proficiency
10. Teamwork

Key Competencies

1. Strong understanding of internal audit methodologies, risk assessment techniques, and regulatory requirements.
2. Knowledge of International Audit Standards (IAS) or other internationally recognized auditing standards.
3. Proven ability to analyze and interpret complex financial and operational data.
4. Detail-oriented and thorough in conducting audits, ensuring accuracy and completeness of findings.
5. Strong ability to effectively engage and influence stakeholders at all levels and a solutions-oriented approach to addressing complex challenges.

6. Leadership abilities with a track record of people management and driving results.
7. Strategic thinker with the ability to provide valuable insights and recommendations to support organizational goals.
8. Proficiency in audit and accounting software, data analytics tools and Microsoft Office suite.
9. High ethical standards, integrity and a commitment to upholding professional standards of conduct.
10. Proactive, flexible and adaptable, with the capacity to thrive in a dynamic and fast-paced environment.
11. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Five (5) years' experience with proven track record in internal audit, risk management or related fields, preferably in the financial services industry.
2. Prior experience in leading internal audit functions or managing audit engagements.
3. Demonstrated knowledge of banking and microfinance operations, agricultural finance or rural development initiatives is an advantage.
4. Experience in working with Boards of Trustees /Directors and senior management team.

HOW TO APPLY

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JOB PROFILE: SENIOR OFFICER – BUSINESS DEVELOPMENT

JOB TITLE	Senior Officer – Business Development	FUNCTION DEPARTMENT	Business Development
JOB GROUP	Senior Officer	REPORTS TO	Senior Manager – Business Development
JOB GRADE	D		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The role of the Senior Officer – Business Development is to develop and grow business under the guidance of the Senior Manager – Business Development, manage the credit guarantee risks, the zonal administration roles and client account relationships with the Trust’s partner institutions related to digital and portfolio guarantee products.

MAIN RESPONSIBILITIES

1. Develop and review business proposals, carry out pre-evaluations of proposals presented for support and assist entrepreneurs in improving on their proposals into Business Plans of acceptable standards pertaining to digital and portfolio guarantee products.
2. Assist clients to obtain digital and portfolio credit guarantee facilities from collaborating Banks.
3. Promote and inform stakeholders about the Trust’s role at meetings with potential clients, at visits, in the office, through handouts, posters, advertising etc.
4. Liaise with relevant key local authorities to identify and promote investments in agriculture and agribusiness in the zones. This will include the Agriculture Ministry, Chamber of Commerce, Agricultural officers, traders, processors etc. to ensure small holder farmers access portfolio guarantee and digital guarantee products.
5. Design and establish feasible models for activities at smallholder farmer levels, including diversification of crops, improvement of production practices to fit for portfolio guarantee products.
6. Monitor the performance of the clients and lending institutions in relation to respective business plans and budgets as the customer experience champion for the digital and portfolio guarantee products.
7. Manage the credit guarantee portfolio risks at the best minimum rate not exceeding 5% NPL.
8. Identify and develop solutions for bottlenecks in agriculture performance e.g., market access, processing, appropriate mechanization connected to digital and portfolio guarantee products.
9. Report to the management on progress according to the agreed procedures underlying the digital and portfolio guarantees.
10. Manage the knowledge hub and ensure stakeholders obtain insightful agriculture information for agriculture investment.

11. Manage the Trust's Call Centre activities, information and provide linkage to the business teams and the knowledge hub.
12. Execute all the Inclusive Green Growth (IGG) strategies as the champion for digital and portfolio guarantees.
13. Execute office administration duties pertaining to digital and portfolio guarantees by creating appropriate working environment in collaboration with the ICT teams to both PASS Trust and lending institutions to ensure that the products are managed digitally.
14. Ensure appropriate growth of the digital and portfolio guarantee products while maintaining their portfolio quality at 5% NPL.
15. Train lending institutions and PASS Trust business teams on the operation of digital and portfolio guarantee products and set measurable KPIs to business managers in their jurisdiction.
16. Ensure all revenue pertaining to digital and portfolio guarantees are apportioned per zonal office and the zonal officers are trained to increase the portfolios while managing all the inherent risks to the products.
17. Ensure all revenue leakages pertaining to digital and portfolio guarantee products are attended to.

Job Specifications

Academic Qualifications

1. Bachelor's degree or postgraduate qualification in economics, agricultural economics, business administration, Finance, Accounts, Banking or related field from a recognized university or college.
2. Professional qualification and related extensive experience in business development/analysis and Sales is desirable.

Functional Skills

1. Selling and negotiation skills
2. Planning and organizing skills
3. Strong interpersonal skills
4. Analytical and information management skills
5. Good communication and presentation skills
6. Good credit appraisal and accounting skills
7. Project management skills
8. Customer experience and relationship management skills
9. Monitoring and evaluation skills
10. Time management skills
11. Problem-solving skills
12. Teamwork

Key Competencies

1. Excellent understanding and in-depth knowledge of the agricultural sector in Tanzania and worldwide as well as agricultural lending principles, products and market dynamics.
2. Ability to prospect for potential clients, promote the Trust's services and assist with business plan development.

3. Excellent interpersonal and communication skills, with the ability to build rapport and clearly convey information to diverse audiences, including farmers, clients/partners and management.
4. Highly organized and able to manage multiple tasks and meet deadlines efficiently.
5. Attention to detail in order to ensure accuracy in financial records management as well as project management, monitoring and evaluation.
6. Analytical mindset with the ability to gather and interpret market data, identify trends and make data-driven decisions.
7. Demonstrated experience in developing successful business plans with proven track record of acquiring new clients/partners, expanding market share, and driving revenue growth.
8. Passionate about agricultural development and supporting entrepreneurs with strong cultural sensitivity and ability to work effectively within the local community.
9. Experience in managing client relationships and delivering excellent customer experience.
10. Proactive, flexible and adaptable, with the capacity thrive while working both independently and as well as part of a team in a fast-paced, dynamic environment.
11. Excellent problem-solving skills and the ability to think creatively to overcome challenges and seize opportunities.
12. Proficiency in CRM and credit appraisal/management software as well as Microsoft Office applications specifically high knowledge in the use of excel in data analytics.
13. High ethical standards and commitment to upholding integrity and professionalism in all business dealings of the Trust.
14. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Minimum three (3) years' experience in business development and or relationship banking at officer level.
2. Knowledge of agricultural financing and experience in facilitation of lending to smallholders including experience in preparing business plans suitable for Lending.
3. Good knowledge and experience in Tanzanian agriculture and agribusiness development, business planning, project analysis, evaluation and monitoring.
4. Demonstrable experience in agricultural supply chain interventions for enhancement of micro, small and medium scale agricultural development.
5. Demonstrated knowledge of banking and SME finance operations, agricultural finance or rural development initiatives is an advantage.
6. Familiarity with regulatory requirements, compliance standards, and risk management practices in the financial services industry.
7. Demonstrable knowledge and skills in credit appraisal/analysis especially those related to agricultural finance for corporate, emerging corporate businesses, SMEs, cooperatives, smaller holder farmers, etc.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **passtrust@genoservices.co.tz** not later than **24th May 2024**.
3. The applicants should clearly state the Job title applied for in the subject line of the email.

JOB PROFILE: SENIOR OFFICER - RISK AND COMPLIANCE

JOB TITLE	Senior Officer - Risk and Compliance	FUNCTION DEPARTMENT	Managing Director's Office
JOB GROUP	Senior Officer	REPORTS TO	Managing Director
JOB GRADE	D2		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The role of the Senior Officer - Risk and Compliance is to plan, direct and coordinate the Trust's risk management activities in order to ensure strong risk management practices and compliance with ethical, policies, legal and regulatory standards. Responsible for coordinating activities relating to risk identification and documentation that the Trust is vulnerable to, the role holder is accountable for reviewing existing controls, implementation and documentation of new internal controls, establishing an internal monitoring function as well as assessing the Trust's compliance with such controls.

The Senior Officer - Risk and Compliance will play a key role in the management and coordination of enterprise-wide risks in line with the Trust's Frameworks and will be responsible for providing compliance support services to the Trust to ensure that it meets its legal and regulatory obligations well as promote and sustain a corporate culture of compliance and integrity.

MAIN RESPONSIBILITIES

1. Facilitate and ensure that the Trust's risks are assessed, and risk management strategies are developed.
2. Conduct risk assessment for all new products being developed and regularly assess the Trust's existing products (at least every 2 years)
3. Ensure risk management documents (risk management framework, risk management manual, risk registers, business continuity plan and disaster recovery pan) are developed, updated and kept current all the time.
4. Identify compliance issues that require follow-up or investigation and discuss emerging compliance issues with management and employees.
5. Develop and implement improvements in communication, monitoring or enforcement of compliance standards.
6. Advise management or business partners on implementation or operation of compliance programs.
7. Monitor the performance of credit guarantee portfolios from partner banks and other financial institutions.
8. Recommend remedial/appropriate actions to be undertaken for deteriorating credit guarantee portfolio identified with early warning signal during monitoring the credit review process.

9. Participate in credit guarantee policies review, procedures and updating credit guarantee manual preparation relating to credit guarantee function.
10. Provide employee training on risk and compliance related topics, policies and procedures.
11. Raise violations of compliance or regulatory standards to the manager of internal audit.
12. Collaborate with human resources unit to ensure the implementation of consistent disciplinary action strategies in cases of violation of compliance requirements.

Job Specifications

Academic Qualifications

1. Bachelor's degree in Finance, Finance and Banking, Accounting, Economics, Business Administration or related field from a recognized University.
2. Professional qualification in risk and compliance management e.g. certification in risk management (Certified Enterprise Risk Manager (CERM), CIA, CISA, CPA-T, ACCA) is desirable.

Functional Skills

1. Risk management skills
2. Excellent analytical skills
3. Good communication and presentation skills
4. Strong interpersonal skills
5. Strategic planning skills
6. Excellent problem-solving skills
7. Analytical and information management skills
8. Leadership skills
9. Capacity building skills
10. Computer proficiency
11. Teamwork

Key Competencies

1. Strong understanding of principles of risk and compliance management, risk assessment techniques and regulatory requirements.
2. Proven ability to analyze and interpret complex financial and operational data with independent position in decision making.
3. Detail-oriented and thorough in conducting risk and compliance checks, ensuring accuracy and completeness of findings.
4. Demonstrated knowledge of Risk Management, credit analysis techniques and credit underwriting with specialty in agriculture financing.
5. Strong understanding of credit sanctions, associated risks and ability to suggest measures to counter party associated risks.
6. Ability to understand moral hazards that can affect the credit guarantee business.
7. Clear and articulate knowledge of risks affecting credit guarantees and lending business in agriculture financing.

8. Strategic thinker with the ability to provide valuable insights and recommendations to support organizational goals.
9. Team player with ability to collaborate with business units well but without compromising independence.
10. Strong ability to effectively engage and influence stakeholders at all levels
11. Creative mindset to seek, encourage and find non-traditional solutions-oriented approach to addressing complex challenges.
12. Proficiency in risk management software, compliance monitoring and data analytics tools as well as audit and accounting software.
13. Proficiency in Microsoft office applications specifically high knowledge in the use of excel in data analytics.
14. High ethical standards, integrity and a commitment to upholding professional standards of conduct.
15. Proactive, flexible and adaptable, with the capacity to thrive in a dynamic and fast-paced environment.
16. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Minimum three (3) years' demonstrated experience in risk and compliance management in the financial services industry.
2. Demonstrated knowledge of banking and SME operations, agricultural finance or rural development initiatives is an added advantage.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **passtrust@genoservices.co.tz** not later than **24th May 2024**.
3. The applicants should clearly state the job title applied for in the subject line of the email.

JOB PROFILE: SENIOR OFFICER – FINANCE AND ACCOUNTS

JOB TITLE	Senior Officer – Finance and Accounts	FUNCTION DEPARTMENT	Finance and Administration
JOB GROUP	Senior Officer	REPORTS TO	Manager – Finance and Accounts
JOB GRADE	D2		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The Senior Officer – Finance and Accounts role is to ensure the smooth functioning of the finance unit and maintain accurate financial records within the Trust. Reporting directly to the Manager – Finance and Accounts, the role holder will oversee a range of responsibilities including financial reporting, budgeting, cash flow management, tax accounting and internal controls paying meticulous attention to detail, analyzing financial data and applying a collaborative approach to drive the achievement of the Trust’s financial success.

MAIN RESPONSIBILITIES

1. Directly report to the Finance and Administration Manager to ensure the efficient operation of the unit, including supervision and coaching of staff within the unit.
2. Oversee all aspects of finance and accounting related matters within the Trust.
3. Manage and control all account ledgers.
4. Manage all matters related to tax accounting and compliance.
5. Maintain accurate and up-to-date accounts and prepare financial reports for both internal and external stakeholders.
6. Assist in the preparation and revision of budgets and ensure adherence to budgetary controls.
7. Review and propose revisions to the chart of accounts as needed to improve financial reporting accuracy.
8. Maintain the accounts manual and distribute updates as well as amendments to relevant teams.
9. In charge of audit from planning to reporting (both internal and external).
10. In charge of compliance with Financial Reporting Standards and TFRS-1.
11. Collaborate with external auditors and prepare financial reporting to ensure compliance with International Public Sector Accounting Standards (IPSAS).
12. Verify that all payments and orders are properly authorized and comply with the Trust’s policies and procedures.

13. Implement and monitor internal controls to safeguard assets and maintain financial integrity.
14. Prepare monthly financial reports and its supporting schedules to track and analyze financial performance.
15. Perform monthly reconciliations of accounts to ensure accuracy and integrity of financial data.
16. Prepare quarterly, semi-annual and annual financial statements in accordance with regulatory requirements.
17. Generate annual accounts reports as requested by stakeholders, ensuring transparency and accuracy.
18. Undertake any other relevant duties necessary for the efficient financial management of the Trust.

Job Specifications

Academic Qualifications

1. Bachelor's degree in Finance, Accounting, Economics or related field.
2. Professional accounting designations ACCA or CPA-T are required.
3. Professional accounting designation IPSAS and Adv. Diploma or Masters in Taxation will be and added advantage.

Functional Skills

1. Effective Leadership skills
2. Excellent communication and interpersonal skills
3. Financial reporting skills
4. Budgeting skills
5. Risk management skills
6. Strategic thinking skills
7. Financial analysis and forecasting skills
8. Problem-solving skills
9. Financial report writing skills
10. Planning and organizational skills
11. Time management skills

Key Competencies

1. Demonstrated expertise in financial management, including budgeting, financial analysis, forecasting and reporting, ensuring sound decision-making and resource optimization.
2. Good written and verbal communication skills to convey complex financial information clearly and effectively to stakeholders at all levels, facilitating understanding and informed decision-making.
3. Proven track record of identifying, analyzing and resolving financial issues and discrepancies, contributing to the overall efficiency and effectiveness of financial operations.
4. Outstanding analytical prowess coupled with a knack for effectively solving intricate financial challenges.
5. Strong interpersonal skills enabling successful collaboration with colleagues across departments and levels, fostering a cohesive and productive work environment.
6. Exceptional attention to detail and accuracy in financial data management, ensuring precision in reporting

and compliance with regulatory standards.

7. Ability to adapt to evolving financial regulations, technologies, and organizational priorities, maintaining agility in responding to changing business needs.
8. Capability to lead and mentor junior staff, providing guidance and support in their professional development while driving departmental objectives forward.
9. Proactive and self-motivated, with the ability to work both independently as well as part of team and thrive in a fast-paced, dynamic environment.
10. Proficiency in utilizing accounting software and advance proficiency in Microsoft Excel for data analysis, reporting, and financial modeling, leveraging its functionalities for comprehensive and insightful financial reporting thus enhancing efficiency and effectiveness in financial operations.
11. Commitment to upholding the highest standards of ethical conduct and integrity in financial management practices, ensuring transparency, accountability, and compliance with regulatory standards.
12. Drive for results and commitment to achieving financial targets and objectives, with a focus on delivering value to stakeholders and contributing to the overall success of PASS Trust Tanzania.

Relevant Experience

1. Minimum of five (5) years of experience in finance and accounting roles.
2. Experience in financial analysis, forecasting, budgeting and reporting.
3. Previous exposure to financial audit, risk management and compliance activities.
4. Prior experience in a senior or supervisory role and industry-specific experience will be an added advantage.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **passtrust@genoservices.co.tz** not later than **24th May 2024**.
3. The applicants should clearly state the job title applied for in the subject line of the email.

JOB PROFILE: BUSINESS DEVELOPMENT EXECUTIVE

JOB TITLE	Business Development Executive	FUNCTION DEPARTMENT	Business Development
JOB GROUP	Officer	REPORTS TO	Senior Officer – Business Development
JOB GRADE	E1		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The role of the Business Development Executive is to develop and grow business under the guidance of the Senior Officer – Business Development, manage the credit guarantee risks, the zonal administration roles and client account relationships with the Trust's partner institutions.

MAIN RESPONSIBILITIES

1. Develop and review business plans, carry out pre-evaluations of proposals presented for support and assist entrepreneurs in improving on their proposals into Business Plans of acceptable standards.
2. Assist clients in obtaining credit facilities from collaborating Banks.
3. Promote and inform stakeholders about the Trust's role at meetings with potential clients, at visits, in the office, through handouts, posters, advertising etc.
4. Liaise with relevant key local authorities to identify and promote investments in agriculture and agribusiness in the zones. This will include the Agriculture Ministry, Chamber of Commerce, Agricultural officers, traders, processors etc.
5. Design and establish feasible models for activities at smallholder farmer levels, including diversification of crops, improvement of production practices.
6. Monitor the performance of the clients in relation to respective business plans and budgets as the customer experience champion for the zones.
7. Manage the credit guarantee portfolio risks.
8. Identify and develop solutions for bottlenecks in agriculture performance e.g., market access, processing, appropriate mechanization.
9. Report to the management on progress according to the agreed procedures.
10. Control the fixed asset register, update and ensure the availability of the physical tags on the assets.
11. Ensure the Credit Portfolio quality is maintained at the standard 5% within the acceptable range.
12. Ensure petty cash is effectively managed, recorded, analysed and allocated to the correct cost centres. Petty cash payment should be properly authorized, and replenishment done regularly and should be balanced daily.

13. Ensure that receipts are issued for cash received and banked intact, petty cash is always under lock and properly safeguarded.
14. Responsible for banking transactions except signing of cheque and any other funds transfer documents regarding the Trust's bank accounts.
15. Assist in office administration, Customer Contracts and Credit Guarantees recording, Monitoring & Evaluation and data quality capture in the zone.
16. Execute all the IGG strategies as the champion of the zonal office.
17. Execute office administration duties.
18. Manage to ensure all revenue leakages are attended and all PASS Trust revenues are collected.

Job Specifications

Academic Qualifications

1. Bachelor's degree or postgraduate qualification in economics, agricultural economics, business administration, Finance, Accounts, Banking or related field from a recognized university or college.
2. Professional qualification and related extensive experience in business development/analysis and Sales is desirable.

Functional Skills

1. Selling and negotiation skills
2. Planning and organizing skills
3. Strong interpersonal skills
4. Analytical and information management skills
5. Good communication and presentation skills
6. Good credit appraisal and accounting skills
7. Project management skills
8. Customer experience and relationship management skills
9. Monitoring and evaluation skills
10. Time management skills
11. Problem-solving skills
12. Teamwork

Key Competencies

1. Excellent understanding and in-depth knowledge of the agricultural sector in Tanzania and worldwide as well as agricultural lending principles, products and market dynamics.
2. Ability to prospect for potential clients, promote the Trust's services and assist with business plan development.
3. Excellent interpersonal and communication skills, with the ability to build rapport and clearly convey information to diverse audiences, including farmers, clients/partners and management.
4. Highly organized and able to manage multiple tasks and meet deadlines efficiently.
5. Attention to detail in order to ensure accuracy in financial records management as well as project management, monitoring and evaluation.

6. Analytical mindset with the ability to gather and interpret market data, identify trends and make data-driven decisions.
7. Demonstrated experience in developing successful business plans with proven track record of acquiring new clients/partners, expanding market share, and driving revenue growth.
8. Passionate about agricultural development and supporting entrepreneurs with strong cultural sensitivity and ability to work effectively within the local community.
9. Experience in managing client relationships and delivering excellent customer experience.
10. Proactive, flexible and adaptable, with the capacity to thrive while working both independently and as well as part of a team in a fast-paced, dynamic environment.
11. Excellent problem-solving skills and the ability to think creatively to overcome challenges and seize opportunities.
12. Proficiency in CRM and credit appraisal/management software as well as Microsoft Office applications specifically high knowledge in the use of excel in data analytics.
13. High ethical standards and commitment to upholding integrity and professionalism in all business dealings of the Trust.
14. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Minimum three (3) years' experience in business development and or relationship banking at officer level.
2. Knowledge of agricultural financing and experience in facilitation of lending to smallholders including experience in preparing business plans suitable for Lending.
3. Good knowledge and experience in Tanzanian agriculture and agribusiness development, business planning, project analysis, evaluation and monitoring.
4. Demonstrable experience in agricultural supply chain interventions for enhancement of micro, small and medium scale agricultural development.
5. Demonstrated knowledge of banking and SME finance operations, agricultural finance or rural development initiatives is an advantage.
6. Familiarity with regulatory requirements, compliance standards, and risk management practices in the financial services industry.
7. Demonstrable knowledge and skills in credit appraisal/analysis especially those related to agricultural finance for corporate, emerging corporate businesses, SMEs, cooperatives, smaller holder farmers, etc.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **passtrust@genoservices.co.tz** not later than **24th May 2024**.
3. The applicants should clearly state the job title applied for in the subject line of the email.

JOB PROFILE: CREDIT RISK OFFICER

JOB TITLE	Credit Risk Officer	FUNCTION DEPARTMENT	Business Development
JOB GROUP	Officer	REPORTS TO	Senior Manager – Credit Risk
JOB GRADE	E		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The Credit Risk Officer's role is to support the Senior Manager – Credit Risk in assessing and managing credit risks associated with the Trust's lending activities. The role holder will assist in analyzing credit data, evaluating the creditworthiness of applicants, and monitoring the performance of existing credit accounts to ensure compliance with established risk management policies and procedures.

MAIN RESPONSIBILITIES

1. Assist in conducting credit assessments for loan applications, analyzing financial statements, credit reports, and other relevant documents to assess borrower creditworthiness. The utmost care must be taken to ensure proper assessment of applications before recommending approval to control the level of default to a maximum of 5% for the Trust.
2. Prepare credit proposals and recommendations for approval, ensuring compliance with the Trust's credit policies and risk appetite.
3. Monitor the lending portfolio to identify potential credit risks and delinquencies, and assist in implementing risk mitigation strategies.
4. Maintain accurate and up-to-date credit files and records, including documentation of credit decisions, borrower communications and risk assessments.
5. Assist in the development and implementation of credit risk monitoring tools and reports to track portfolio performance and identify emerging risks.
6. Collaborate with business development and risk and compliance departments to ensure effective communication and coordination is achieved in managing credit guarantee risks.
7. Provide support in the review and revision of credit policies, procedures, and underwriting guidelines to enhance risk management practices.
8. Stay informed about regulatory requirements and industry best practices related to credit risk management and assist in ensuring compliance.
9. Assist in preparing reports and presentations on credit risk metrics, portfolio quality, and trends for management and board review.

10. Participate in training and development activities to enhance skills and knowledge in credit risk management practices to the Zonal Offices.
11. Ensure all revenue leakages pertaining to credit risk portfolios are attended to.

Job Specifications

Academic Qualifications

1. Bachelor's degree in Finance, Accounting, Economics, Business Administration, or related field.

Functional Skills

1. Strong analytical skills and attention to detail for assessing credit risk factors and financial data.
2. Knowledge of credit scoring models, statistical analysis techniques, and risk assessment methodologies.
3. Familiarity with regulatory requirements and compliance standards related to lending practices.
4. Proficiency in Microsoft Office applications, especially Excel, for data analysis and reporting.
5. Effective communication and interpersonal skills for collaborating with internal teams and external stakeholders.
6. Teamwork.

Key Competencies

1. Ability to analyze credit data and identify key risk factors to make informed decisions.
2. Thoroughness and accuracy in evaluating credit applications and monitoring credit accounts.
3. Clear and concise communication of credit decisions and recommendations to stakeholders.
4. Collaboration with colleagues from different departments to achieve common objectives.
5. Flexibility to adapt to changing market conditions and regulatory requirements.
6. Ability to identify credit-related issues and develop effective solutions.
7. Demonstrated ability to work effectively in a team environment and communicate complex information clearly and concisely.
8. Proficiency in credit appraisal/management software as well as Microsoft Office applications specifically high knowledge in the use of excel in data analytics.
9. Proactive, flexible and adaptable, with the capacity to thrive while working both independently and as well as part of a team in a fast-paced, dynamic environment.
10. High ethical standards and commitment to upholding integrity and professionalism in all business dealings of the Trust.
11. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Minimum four (4) years of experience in credit analysis, lending, or risk management, preferably in a financial institution.
2. Experience in credit analysis, lending, or risk management roles, preferably within the banking or financial services sector.
3. Knowledge of credit risk assessment techniques, including financial statement analysis, credit scoring models, and risk mitigation strategies.
4. Familiarity with regulatory requirements and industry best practices in credit risk management.
5. Experience in preparing credit proposals, reports, and presentations for management review.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **passtrust@genoservices.co.tz** not later than **24th May 2024**.
3. The applicants should clearly state the Job title applied for in the subject line of the email.

JOB PROFILE: RECOVERY OFFICER

JOB TITLE	Recovery Officer	FUNCTION DEPARTMENT	Business Development
JOB GROUP	Officer	REPORTS TO	Senior Manager – Credit Risk
JOB GRADE	E1		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The Recovery Officer is responsible for managing and overseeing the recovery process for delinquent loans and non-performing assets for the Trust. The role holder's main goal is to minimize financial losses by implementing effective recovery strategies, negotiating repayment agreements with borrowers, and coordinating with internal and external stakeholders to recover outstanding debts.

MAIN RESPONSIBILITIES

1. Develop and implement strategies and action plans for the recovery of delinquent loans and non-performing assets in accordance with the Trust's policies and regulatory requirements.
2. Contact borrowers with overdue accounts to negotiate repayment terms, resolve disputes, and facilitate the recovery process.
3. Conduct thorough investigations and analysis of delinquent accounts to assess the borrower's financial situation and determine the appropriate course of action.
4. Coordinate to ensure financial institutions enforce collection agencies and external vendors to pursue legal remedies and enforcement actions, such as foreclosure, repossession, or asset liquidation, when necessary, prior to any claim settlement.
5. Maintain accurate and up-to-date records of all communication, negotiations, and recovery efforts in the Trust's systems and databases.
6. Prepare and submit regular reports on the status of delinquent accounts, recovery efforts by the financial institutions and financial outcomes to management and relevant stakeholders.
7. Coordinate and provide support and guidance to internal teams, including business development, risk and compliance on recovery-related matters and best practices.
8. Stay informed about industry trends, regulatory changes, and legal developments affecting debt recovery practices, and ensure compliance with applicable laws and regulations.
9. Participate in training and development activities to enhance skills and knowledge in debt recovery techniques and strategies to the Zonal officers.
10. Prepare detailed claim reports for the Board and recovery efforts to ensure the Trust honors legit claims and any proceeds from settled claims are refunded to the Trust.

11. Conduct meetings with financial institutions to institute early arrears management of delinquent credit guarantee facilities.
12. With the Senior Credit Risk Manager, prepare and report on the provision pool while in liaison with the respective lending institutions.
13. Represent the institution in legal proceedings, arbitration or mediation sessions related to debt recovery and claims as they appear.
14. Ensure all revenue leakages pertaining to credit risk portfolios are attended to.

Job Specifications

Academic Qualifications

1. Bachelor's degree in Finance, Accounting, Business Administration, or related field.

Functional Skills

1. Debt Recovery skills
2. Negotiation skills
3. Time management skills
4. Financial analysis skills
5. Effective communication skills
6. Presentation skills
7. Interpersonal skills
8. Documentation management skills
9. Report writing skills
10. Teamwork

Key Competencies

1. Ability to analyze complex situations, identify root causes of delinquency, and develop effective solutions.
2. Determination and perseverance in pursuing debt recovery efforts despite challenges and setbacks.
3. Ability to build rapport and trust with borrowers while maintaining firmness and professionalism in negotiations.
4. Thoroughness in documenting and tracking recovery efforts to ensure accuracy and completeness.
5. Ability to cope with pressure and remain focused on goals during challenging and stressful situations.
6. Proficiency in credit appraisal/management software as well as Microsoft Office applications specifically high knowledge in the use of excel in data analytics.
7. Proactive, flexible and adaptable, with the capacity to thrive while working both independently and as well as part of a team in a fast-paced, dynamic environment.
8. High ethical standards and commitment to upholding integrity and professionalism in all business dealings of the Trust.
9. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Minimum of four (4) years of experience in debt recovery or a related field.
2. Demonstrated success in meeting collection targets and reducing bad debt losses.
3. Experience in managing a portfolio of delinquent accounts and implementing effective recovery strategies.
4. Familiarity with industry-specific challenges and best practices in debt collection processes.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **passtrust@genoservices.co.tz** not later than **24th May 2024**.
3. The applicants should clearly state the Job title applied for in the subject line of the email.

JOB PROFILE: ACCOUNTS EXECUTIVE

JOB TITLE	Accounts Executive	FUNCTION DEPARTMENT	Finance and Administration
JOB GROUP	Officer	REPORTS TO	Senior Officer - Finance and Accounts
JOB GRADE	E2		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The Accounts Executive at PASS Trust Tanzania Office role is to maintain the financial integrity and operational efficiency of the Trust. Reporting directly to the Senior Finance and Accounts Officer, the Accounts Executive is responsible for a range of financial activities, including but not limited to fixed asset management, petty cash management, bank and VAT account reconciliations, tax compliance, budgeting and financial reporting for both Head Office and zone operations.

MAIN RESPONSIBILITIES

1. Maintain an accurate and up-to-date fixed assets register for Head Office.
2. Manage petty cash, ensuring proper recording, analysis, allocation to correct cost centers, authorization and secure storage under lock, with daily balancing.
3. Perform custodian functions for petty cash minimum reserves and important official documents.
4. Prepare all payments, promptly issue receipts for deposits and record them accurately on a daily basis.
5. Ensure adherence to approval limits in all financial transactions.
6. Input all financial data into the accounting system and ensure proper backup and filing of financial vouchers/documents daily.
7. Assist in the timely and accurate preparation of necessary periodic financial reports.
8. Conduct bank account reconciliations, follow up on unresolved issues (reconciling items) with bankers and execute all banking activities as assigned by the Senior Finance and Accounts Officer.
9. Manage accounting and budgeting functions for zones.
10. Monitor and verify office supplies, telephone usage and utilities bills against budgetary allocations on a monthly basis.
11. Prepare monthly/quarterly zonal financial reports with budgetary analysis in a timely manner.
12. Manage monthly reconciliation of payables and receivables ageing.
13. Monitor and control staff imprest.

14. Control and reconcile the Trust's Value Added Tax (VAT) accounts.
15. Ensure compliance with the regulatory authorities and tax laws (TRA, NSSF, WCF).
16. Digital archiving of all financial documents (scan, save and maintain backups).
17. Reconciliation of ageing reports from banks with Business Development department.
18. Develop, update and maintain the Trust's asset register ensuring all assets are accurately recorded, depreciated and disposed of in compliance with the policy accounting standards.
19. Ensure accurate and timely preparation of payroll payments while adhering to relevant deadlines for statutory deductions.
20. Carry out daily operations as assigned by management to ensure that the finance and account unit runs efficiently and effectively.

Job Specifications

Academic Qualifications

1. Advanced Diploma or Bachelor's degree in Accounting, Finance or Banking and Finance.
2. Professional certification such as ACCA, CPA-T or equivalent qualification is an added advantage.
3. Additional certifications in taxation are an added advantage.

Functional Skills

1. Effective communication and interpersonal skills
2. Financial reporting skills
3. Budgeting skills
4. Risk management skills
5. Financial analysis and forecasting skills
6. Problem-solving skills
7. Financial report writing skills
8. Planning and organizational skills
9. Time management skills
10. Teamwork

Key Competencies

1. Excellent numerical and analytical skills with meticulous attention to detail.
2. Effective written and verbal communication skills to enable preparation and presentation of quality financial reports.
3. Ability to prioritize tasks and manage workload efficiently.
4. Integrity and ethical behavior in handling financial information.
5. Adaptability and willingness to learn new tasks and procedures.
6. Problem-solving skills and ability to troubleshoot issues independently.
7. Strong understanding of accounting principles, financial reporting standards, and regulatory requirements.

8. Prior experience in accounting or financial management roles, preferably in the nonprofit sector or similar organizations, would be beneficial.
9. Knowledge of Tanzanian tax laws and financial regulations is desirable.
10. Proficiency in utilizing accounting software and advance proficiency in Microsoft Excel for data analysis, reporting, and financial modeling, leveraging its functionalities for comprehensive and insightful financial reporting thus enhancing efficiency and effectiveness in financial operations.
11. Commitment to upholding the highest standards of ethical conduct and integrity in financial management practices, ensuring transparency, accountability, and compliance with regulatory standards.
12. Proactive and self-motivated, with the ability to work both independently as well as part of team and thrive in a fast-paced, dynamic environment

Relevant Experience

1. Minimum (two) 2 years of relevant experience in accounting, finance or related field.
2. Familiarity with basic accounting processes and procedures is advantageous.
3. Experience with accounting software or ERP systems is a plus.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
2. All applications should be channeled to the email address **passtrust@genoservices.co.tz** not later than **24th May 2024**.
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JOB PROFILE: HUMAN RESOURCES EXECUTIVE

JOB TITLE	Human Resources Executive	FUNCTION DEPARTMENT	Finance and Administration
JOB GROUP	Officer	REPORTS TO	Senior Officer – Human Resources and Administration
JOB GRADE	E2		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The HR Executive role at Pass Trust is to support the Senior Officer – Human Resources and Administration in executing various human resources functions effectively. The role holder will assist in implementing human resources policies, procedures and programs to ensure smooth operations of the HR department and support the Trust's overall strategic objectives.

MAIN RESPONSIBILITIES

1. Assist in the recruitment and selection process by sourcing candidates, conducting interviews and coordinating hiring activities.
2. Assist in the coordination and implementation of training and development programs for employees to enhance their skills and competencies.
3. Support the Senior Human Resources and Administration Officer in handling employee relations matters, including conflict resolution, disciplinary actions and grievance handling.
4. Support the performance management process by assisting in goal-setting, performance evaluations and providing feedback to employees and managers.
5. Coordinate employee benefits administration, including enrollment, claims processing and inquiries.
6. Assist in the review, development and implementation of HR policies, procedures and initiatives to promote a positive work culture and employee engagement.
7. Contribute to HR reporting and analytics by compiling and analyzing HR data to support decision-making processes.
8. Stay updated on labour laws, regulations and best practices to ensure compliance and mitigate risks for the Trust.
9. Maintain employee records and ensure all documentation is up-to-date and in compliance with labour laws and regulations.
10. Ensure transition of paper-based documents to digital formats, implementing HR software and ensuring

data security.

11. Oversee employee leave requests, track leave balances, ensure compliance with leave policies and approves/denies leave.
12. Ensure accurate employee data for payroll processing, manage leave data impact pay and assist with employee inquiries related to payroll.
13. Provide general administrative support to the HR department as needed.

Job Specifications

Academic Qualifications

1. Bachelor's degree in Human Resources Management or related field.
2. Professional qualification in Human Resources Management is an added advantage.

Functional Skills

1. Excellent interpersonal skills
2. Good Communication and presentation skills
3. Critical thinking skills
4. Meticulous attention to detail
5. Strong leadership skills
6. Planning and organization skills
7. Data analysis and information management skills
8. Negotiation skills
9. Report writing skills
10. Teamwork

Key Competencies

1. Proficiency in sourcing candidates through various channels, conducting interviews and assessing candidates' suitability for roles.
2. Excellent communication skills, fluency in English and Kiswahili as well as the ability to communicate effectively in a multi-cultural environment with national and international colleagues and partners.
3. Ability to effectively manage relationships between employees and the Trust, including addressing conflicts, resolving grievances and promoting a positive work environment.
4. Understanding of performance management processes, including goal-setting, performance evaluations and feedback mechanisms.
5. Ability to collect, analyze, and interpret HR data to provide insights and support decision-making processes.
6. Knowledge of training needs analysis, program design and delivery methods to enhance employee skills and competencies.
7. Ability to manage time effectively, prioritize tasks, and meet deadlines in a fast-paced work environment.
8. Proficiency in managing HR-related documentation, including maintaining employee records, processing payroll, and administering benefits.

9. Capacity to identify issues, analyze root causes and develop practical solutions to address challenges effectively.
10. Willingness to take the initiative in identifying opportunities for improvement and taking proactive steps to address them.
11. Proficiency in Human Resource Information Systems (HRIS) software as well as Microsoft Office applications specifically high knowledge in the use of excel in data analytics.
12. Proactive, flexible and adaptable, with the capacity to thrive while working both independently and as well as part of a team in a fast-paced, dynamic environment.
13. High ethical standards and commitment to upholding integrity and professionalism in all business dealings of the Trust.
14. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Minimum three (3) years' experience of relevant experience in human resources management or related field.
2. Experience in supporting various HR functions such as recruitment, employee relations and HR administration.
3. Familiarity with Tanzanian labour laws and regulations.
4. Experience working in a multicultural environment and with diverse teams.

HOW TO APPLY

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JOB PROFILE: INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER

JOB TITLE	Information and Communication Technology Officer	FUNCTION DEPARTMENT	Finance and Administration
JOB GROUP	Assistant Officer	REPORTS TO	Senior Officer - Information and Communication Technology
JOB GRADE	F		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The Information and Communication Technology Officer is responsible for the Trust's Information and Communication Technology (ICT) strategic planning, governance, ICT support, automation/digitization and innovations.

MAIN RESPONSIBILITIES

1. Develop, maintain and ensure timely data backup is done for all critical systems.
2. Training users on new and existing systems to enhance their efficiency.
3. Configuring new equipment e.g. personal computers, printers, modems, laptops, Network devices etc.
4. Evaluating, Implementing, and managing the best practice for ICT systems security and Governance.
5. Maintain and perform preventive maintenance for hardware and software in all computing devices.
6. Ensure that there is data synchronizing between DR Site and production site.
7. Provide support on PASS systems by liaising with vendors to resolve business issues pertaining PASS TRUST.
8. Ensuring a secure environment for equipment and safe operation in PASS environment.
9. Ensure compliance and adherence to purchase of system equipment, machinery and software as per terms, conditions and warranties.
10. Advice ICT Manager for innovations and acquisition of system hardware, software, machinery, equipment, and services.
11. Manage and ensure critical systems and all peripheral systems are up and running at an acceptable threshold to support business and operations.
12. Ensuring safe and proper control of access to Server Room and Disaster Recovery Site.
13. Develop and review quarterly system Compliance and Risk Self-Assessment Templates.
14. Ensure all systems and services are compliant with CIA security practices.

15. Updates compliance database/system with compliance findings by internal auditors, External Auditors and Risk personnel.
16. Liaise with all departments to provide all requisite system reports.
17. Identify and manage ICT risk and execute DR Site test for critical systems to ensure business continuity and data security.
18. Ensure proper custody of system data logs, security logs, and CCTV footage.
19. Ensure Server room & PASS physical security gadgets are properly maintained, monitored and comply with PASS Physical Security Policy.
20. Perform any other duty that you may be assigned by ICT Manager.

Job Specifications

Academic Qualifications

1. Bachelor's degree in information communication technology or any other related disciplines.
2. Professional IT Certification will be an added advantage

Functional Skills

1. Good communication skills
2. Strong interpersonal skills
3. Excellent problem-solving skills
4. Analytical and information management skills
5. Planning and Organizational Skills
6. Keen attention to detail
7. Teamwork

Key Competencies

1. High level skills and knowledge working in a virtualized, Microsoft server environment and Linux.
2. High level skills and knowledge of networks in a complex environment.
3. Help desk skills with an emphasis on customer service and user training.
4. Knowledge of current trends and developments in information and communication technology.
5. High ethical standards, integrity and a commitment to upholding professional standards of conduct.
6. Proactive, flexible and adaptable, with the capacity to thrive in a dynamic and fast-paced environment.
7. Commitment to the Trust's vision, mission and values, with a passion for driving positive social impact.

Relevant Experience

1. Experience in Level 1 support.
2. Experience of at-least 2 years in supporting end users.

HOW TO APPLY

1. Interested candidates should submit their letter of application, updated CV with three referees and their contact details, academic and professional certificates in PDF format in a single attachment.
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JOB PROFILE: ADMINISTRATIVE ASSISTANT

JOB TITLE	Administrative Assistant	FUNCTION DEPARTMENT	Finance and Administration
JOB GROUP	Support	REPORTS TO	Human Resources Executive
JOB GRADE	G		

MAIN PURPOSE OF THE JOB - (JOB SUMMARY)

The Administrative Assistant's role is to provide comprehensive administrative support while serving as the primary point of contact for internal and external stakeholders. The role holder will ensure smooth office operations, effective communication and efficient coordination of tasks to support the Trust's objectives.

MAIN RESPONSIBILITIES

1. Welcome and attend to guests as they arrive at the Trust's offices, ensuring that they feel comfortable.
2. Manage incoming calls, route them to the appropriate person or department, take messages accurately and provide information to callers as needed.
3. Handle incoming and outgoing correspondence, emails and phone calls, responding promptly and professionally while distributing and escalating as appropriate.
4. Coordinate meeting and travel arrangements and accommodation for the Board of Trustees and staff as required.
5. Coordinate appointments, meetings and conference room bookings at the Trust's head office.
6. Manage the Trust's office supplies and equipment, ensuring availability and functionality (acquisition, maintenance and repair).
7. Initiate all office procurement needs as user in the system.
8. Follow up on payment of service charge, electricity, water and other utilities at the Trust's Head office.
9. Assist colleagues with various administrative tasks such as filing, typing, photocopying and data entry.
10. Manage the Trust's records by digital archiving of all administration related documents such as letters, contracts, annual reports etc., by scanning and/or saving as appropriate while ensuring to maintain backups.
11. Keep the reception area clean and organized, ensuring it presents a professional image at all times.
12. Sort and distribute incoming mail and manage outgoing mail as required.
13. Provide information to visitors, direct them to the appropriate person or department, and assist with inquiries.

14. Manage the reception area, monitor visitor access and maintain security awareness.
15. Maintain accurate records of visitors, calls and appointments using appropriate software or tools.
16. Handle inquiries and issues effectively, escalating them to the appropriate person or department when necessary.
17. Carry out daily administrative activities to ensure that the Trust's head office runs efficiently and effectively.

Job Specifications

Academic Qualifications

1. Diploma or Bachelor's degree in Business Administration, Diploma or Bachelor's degree in Secretarial Sciences or Diploma in records management.

Functional Skills

1. Attention to detail and accuracy in work, with a high level of confidentiality and discretion.
2. Strong communication skills, both written and verbal, with a professional and courteous demeanor.
3. Interpersonal Skills
4. Time management and prioritization
5. Document and data management
6. Excellent organizational and time management skills with the ability to multitask and prioritize workload effectively.
7. Problem-solving Skills
8. Decision-making Skills
9. Teamwork

Key Competencies

1. Maintain a high level of professionalism and confidentiality in all interactions.
2. Flexibility to adapt to changing priorities and work demands.
3. Proactively identify opportunities for process improvements and take initiative to implement solutions.
4. Collaborate effectively with colleagues and stakeholders to achieve common goals.
5. Ensure accuracy and precision in all tasks and communications.
6. Ability to manage time effectively and meet deadlines in a fast-paced environment.
7. Clear and effective communication both verbally and in writing.

Relevant Experience

1. Proven experience of two (2) years in administrative support or secretarial roles.
2. Experience in managing executive schedules and providing high-level support.
3. Familiarity with office management practices and procedures.
4. Experience in coordinating meetings, events, or projects.
5. Knowledge of relevant software applications for document and data management.

HOW TO APPLY

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