



ASA MICROFINANCE (TANZANIA) LIMITED
A Company for Poverty Alleviation

Vacancy Announcement

ASA Microfinance (Tanzania) Limited, incorporated under the Companies Act 2002 (No. 93819) of Tanzania and an affiliate of ASA International (www.asa-international.com), one of the largest microfinance companies in the world. We are hereby inviting qualified citizens of Tanzania to be part of our team for the following positions, ASA Tanzania is an equal opportunity employer who requires dynamic, loyal and committed young men and women who have passion for people's socio-economic development to fill in the following positions for immediate appointment.

Position: Internal Audit Officer (IAO) - 01 Post

Job Responsibilities:

- Prepare reports required by the CEO of ASA Microfinance (Tanzania) Limited and Group Internal Auditor of ASA International and submit them on time;
- Perform internal audit activities in accordance with the internal audit manual branch audit check list to help provide assurance that applicable laws, regulations and organizational policies & procedures are complied with judiciously.
- Analyse data obtained for evidence or deficiencies in controls, extravagance, fraud or lack of compliance with laws, government regulations and management policies or procedures.
- Conduct operational, financial and compliance internal audits.
- Evaluate financial and operational procedures to assure that adequate internal controls are present.
- Identify, assess and evaluate the organizational risk areas, make appropriate recommendations for improvement of accounting controls and accounting procedures.
- Prepare Internal audit reports of findings and recommendations for management and submit to Internal Audit Manager and send to ASAI – Dhaka.
- To be the responsible person in arranging, managing and maintain documentation of the Internal Audit section.
- To be the responsible person in the integrity and efficiency of Internal Audit related matters.
- To maintain excellent communication with the Audit Manager of ASA Tanzania and Group Internal Auditor of ASA International (ASAI) Headquarters on all tasks and projects.
- To have regular field visit for auditing purposes at least 12 days per month and to report field activities to the Chief Executive Officer of ASA Microfinance (Tanzania) Limited and Dhaka Bangladesh.
- Prepare monthly consolidation report of audit department on time & send to ASAI – Dhaka.
- Accomplish day to day activities regularly and on time.

Academic Qualification & Experience Requirements:

- Minimum bachelor's degree in accounting, Finance or related subjects.
- Certified Public Accountant (CPA) is an added advantage.
- MSc/MBA is a plus.
- Minimum 2 years professional experiences as Auditor or relevant role is a MUST.
- Preferably Experience in working with NGOs/Financial Institutions/Banks/Consultancy firm.
- In depth knowledge of corporate financial law and risk management practices.
- Proficient in the use of MS Office and financial management software (e.g, SAP).

Position: Microfinance Technical Manager (MTM) – 02 Post

Job Responsibilities:

- Monitoring and supervising microfinance operations.
- Selecting new working area for branch set up.
- Managing group as per company policy and making regular visit to groups.
- Preparing necessary report on operations and put necessary recommendation for further development.
- Managing fund for branch and use fund properly.
- Taking necessary action to train up and develop staff.
- Visit the Branch Offices to ascertain uniformity of their systems and controls with those of HQ.
- Report to the supervisor and upon authorization implement changes within the mission where non-compliance is evident.
- Perform physical checking to ensure that all HQ generated policies and procedures are followed and in compliance.
- Prepare detail monthly reports highlighting the internal control strengths/weaknesses and comments/ recommendations on operational improvements. Submit the report and related work file to supervisor for reviewing.
- Assist management in arranging training/workshop for the staff regarding audit and rules & regulations issues.
- Send regular report to the respective department on time and perform other duties as assigned, like investigations, spot checks, special review works etc.

Academic Qualification & Experience Requirements:

- Minimum bachelor's degree in Any field.
- Master's degree is an Added Advantage.
- Minimum 10 years professional experiences in relevant field.
- Preferably Experience in working with NGOs/Financial Institutions/Banks/Consultancy firm.
- Well conversant with Ms Office Package, Excel.

Position: Loan Officers (LO's) - 50 Posts

Job Responsibilities:

- To build and maintain a substantial and high-quality loan portfolio.
- To conduct members recruitment and screening.
- To orient clients to the particular loan products and services.
- To make groups in all working days in a week, minimum Total clients will be 350.
- Make a regular contact with the groups and clients in field.
- To process loan applications, verify client's income generating activities (IGA) and other related
- Collect instalments from the clients in groups on regular basis and on time.
- To manage loan disbursements and monitor & collect loan repayments.
- Verify client's Guarantors house and other necessary documents.
- To provide quality and good customer service to clients.
- To accomplish day by day activities as required.
- To accomplish all the documentations for the day as required.

Academic Qualification & Experience Requirements:

- Diploma/ Advance Diploma/bachelor's degree/Masters.
- Experience is not required but will be an added advantage.
- Willing to work in field level.
- Willing to relocate.
- Ability to work independently at minimum supervision.
- Sensitive to operational risks, self-initiative and decisive with high standard of integrity.
- Ability to work efficiently in a team environment and to demonstrate good negotiation skills.
- Good oral and written communication skills.

General Requirements for Applicants of All Posts.

- Application Letter.
- Curriculum Vitae enclosing details of Work experience, skills and with postal and telephone contacts of Three Referees.
- One passport size photograph attached in CV.

Mode of Application

Applicants who consider himself/herself competent with the above-mentioned position, please send your application to recruitment@asatanzania.com before 1700HRS on 15th April 2019.

*Only short-listed candidate will be contacted for interview.
No phone calls are allowed for inquiry. No allowances will be admissible for interview.*