

EXCITING CAREER OPPORTUNITIES WITH DIAMOND TRUST BANK

Diamond Trust Bank has today grown into a leading, commercial bank offering wide spectrum of banking services. With 28 operational branches in Tanzania, DTB Tanzania is now looking for capable individuals who have the required qualifications to fill the following

01 TAX COMPLIANCE OFFICER

EDUCATIONAL QUALIFICATIONS

- Bachelor degree in Tax Administration or Accounting.

KEY RESPONSIBILITIES

- Preparing tax returns and computation of income tax in accordance with the Tax Regulation.
- Preparing, monitoring and submission of VAT returns to TRA timely and correctly
- Review and ensure the bank withheld tax as per law's requirement on various services provided to the Bank and are remitted to TRA as per requirement.
- Review and monitor compliance on employment tax.
- Reconciliation of General Ledger for Tax purposes
- Self-assessment estimate & filing Tax return

EXPERIENCE & COMPETENCIES REQUIRED

- Good knowledge in financial management and Taxation
- Good knowledge of Tax Accounting, Tax Compliance and Tax laws.
- Good knowledge of reporting procedures and record keeping.

02 LOAN RECOVERY OFFICER

EDUCATIONAL QUALIFICATIONS

- Bachelor's degree preferably in banking.
- Law degree or certification is an additional qualification

KEY RESPONSIBILITIES

- Develop implement of strategies on recovery- both on general and also on a borrower wise basis.
- Close follow up with defaulting Customers by visiting their business/ residences, telephone calls, emails and recover over dues from them.
- Coordinate with Management Credit Committee/ Corporate Banking for taking effective recovery actions.

EXPERIENCE & COMPETENCIES REQUIRED

- Previous experience of managing recoveries.
- Good knowledge of the legal system, laws regarding recoveries of bad loans and enforcement of security.
- Ability to persist with recovery efforts and effectively recover the dues.

DO YOU HAVE WHAT IT TAKES?

if you meet these qualifications

Send your CV, clearly stating details of your qualifications to:
Diamond Trust Bank Tanzania Limited,
Head Office 9th Floor, Harbour View Towers, Samora Avenue,
P.O Box 115, Dar es Salaam, Tanzania.
Email;
HR@diamondtrust.co.tz or recruitment@diamondtrust.co.tz

DEADLINE:

20th January 2020

Only shortlisted candidates will be contacted.
DTB is an equal opportunity employer.

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03 ICT OFFICER

EDUCATIONAL QUALIFICATIONS

- Bachelor's degree in Computer Science/Studies.

KEY RESPONSIBILITIES

- Enforces all necessary security procedures to ensure no unauthorized physical and logical accesses are gained into the Data Centre and the Systems respectively.
- Evaluation and setup of relevant communication links, hardware and software.
- Deploy infrastructure tools and management systems support and monitoring.

EXPERIENCE & COMPETENCIES REQUIRED

- Fresh Graduates/ 1 year experience in ICT Infrastructure Support.
- Familiarity with service delivery culture and support function.
- Capable of determining new, creative ways to execute responsibilities

04 MARKETING OFFICER (DAR-ES-SALAAM BRANCHES)

EDUCATIONAL QUALIFICATIONS

- Bachelor degree in related field or related professional qualifications.

KEY RESPONSIBILITIES

- Responsible for the interface and support between the Bank and the client or prospective clients.
- Maintaining good customer relationship in order to ensure that customer needs are met and are in line with the strategic objectives of the bank.
- Assisting the Head-Retail Banking in Identifying and developing business with emphasis on fee income generation.

EXPERIENCE & COMPETENCIES REQUIRED

- Fresh graduates/ 1 year experience in Banking industry.
- Builds relationships and networks easily.
- Has a strong service ethic

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