



EMPLOYMENT OPPORTUNITIES FOR ARUSHA TECHNICAL COLLEGE GRADUATES

The Bank of Tanzania, an equal opportunity employer and Tanzania's Central Bank is looking for suitably qualified young Tanzanian citizens of high personal integrity to fill the following vacant position at the Head Office Dodoma, Sub Head Offices in Dar es Salaam and Zanzibar and its Branches in Arusha, Mbeya, Mtwara, Mwanza and the BOT Academy, Mwanza.

- 1. Position:** IT Technician (entry level) - 2 Posts
Reports to: Head of Division.
Contract type: Permanent and Pensionable

Job Purpose:

To install, configure and maintain computers and peripherals in good working condition as well as to support users of IT systems.

Key Performance Areas:

- a) Install, assemble and configure computers, monitors, Laptops, Mobile devices and peripherals such as printers, scanners and related hardware;
- b) Troubleshoot and repair computer systems hardware and software as well as other computer peripherals and ICT equipment;
- c) Troubleshoot and maintain network infrastructure;
- d) Perform preventive maintenance of ICT equipment;
- e) Provide support on applications such as MS Office, MS Visio, MS Project, MS Exchange Outlook, MS SCCM and Lync, Desktop Clients and Agents and Operating system issues to users;
- f) Provide support on antivirus and other anti-malware applications on desktops, laptops and mobile devices
- g) Perform other related duties as may be assigned.

Education/Professional Qualifications required:

- Diploma in Computer Science or Information Technology with at least an Upper Second Class grade.
- Candidates must be graduates for the year 2021 or 2022.

General Conditions:

- a) Applicants must attach the following:
 - i. An up-to-date Curriculum Vitae (CV) with reliable contact address, emails and telephone numbers.
 - ii. Certified copies of Degree, Postgraduate, Advanced Diploma or Ordinary Diploma certificates.
 - iii. Certified copies of transcripts of Degree, postgraduate, Advanced Diploma or Ordinary Diploma.
 - iv. Certified copies of Form IV and Form VI National Examination Certificates. Form IV and form VI results slips are strictly not acceptable;
 - v. Certified Professional Certifications from respective professional bodies.
 - vi. Certified Birth Certificate.
 - vii. One recent passport-size photograph.
- b) Applicants should indicate two reputable referees with their reliable contacts.
- c) Certificates from foreign examination bodies for ordinary and advanced level education must be verified by the National Examination Council of Tanzania (NECTA).
- d) Certificates from foreign Universities must be verified by Tanzania Commission for Universities (TCU).
- e) Applicants are required to **apply for one position only**. Applicants who will apply for **more than one position will be disqualified**.
- f) Applicants must indicate the position applied for on top of the envelope with the application letter.
- g) Applicants are required to disclose relevant information in their applications. Giving false or incomplete information will lead to disqualification at any time during the recruitment process or after appointment.
- h) Only short-listed applicants will be contacted.

How to Apply:

Interested applicants must submit a duly signed application letter, Curriculum Vitae (CV) and certified certificates and transcripts to the following address:

**Deputy Governor,
Administration and Internal Controls,
Bank of Tanzania,
2 Mirambo Street,
P. O. Box 2939,
11884 DAR ES SALAAM.**

Closing Date and Time: 17th October, 2022 at 16.00 hours.