



# WE ARE HIRING



**Bank Officer**

**Reporting to:  
Customer Service  
Manager**



**Mwanza,  
Tanzania**

**APPLY NOW**

**Ecobank Tanzania Limited**  
Human Resources

**A BETTER WAY  
A BETTER AFRICA**

**Job summary:**

Provide quality cash services at branch level.

**Key Responsibilities:**

- Process all day counter transactions for cash/cheque deposit/withdrawals to the respective accounts /customers.
- Handle and resolve customer inquiries/complaints in a professional manner that are within.
- Perform general reconciliation and control activities especially on daily used suspense accounts.
- Prevention of fraud and shortages including shortages from customers/BOT by making sure all cash paid to central cash/customers are properly counted.
- Alternative vault and ATM custodian
- Selling and cross-selling bank products through customer interactions
- Ensure compliance with the bank's policy and standards, local laws and regulations, controls and procedures of the bank.
- An ability to identify shortfalls in customer transactions that could place the bank at risk.
- Ability to identify fraudulent transactions that may cause loss to the bank.
- Deliver good customer services to both existing and walk-in customers.
- Ensure compliance with operations risk e.g. KYC and anti-money laundering measures plus any other controls.
- Ensure Controls and procedures on "Know Your Customer for Customer Due Diligence introduced to addressed money laundering prevention and compliance risk.

**Qualification & Experience:**

- Diploma/bachelor's degree in business related fields of study or equivalents.
- Minimum 1 year of experience in branch operations.

**Application:**

- If interested and you meet the selection criterias please send your application Curriculum Vitae) not later than **May 16<sup>th</sup> 2025 to ETZ-RECRUITMENT@ecobank.com.**

*Please note that only shortlisted candidates will be contacted.*

**Ecobank Tanzania Limited**  
**Human Resources**

**Ecobank**  
The Pan African Bank



# WE ARE HIRING



**Internal Auditor**

**Reporting to:  
Head Internal Audit**



**Dar es Salaam,  
Tanzania**

**APPLY NOW**

**Ecobank Tanzania Limited**  
Human Resources

**A BETTER WAY  
A BETTER AFRICA**

**Job Summary:**

Management of risk relating to the Bank's operation by executing planned audits, checking the soundness of internal controls and the compliance of Bank operations based on the policies and procedures

**Key Responsibilities****Audit**

- To perform financial, compliance, IT and internal operational audits.
- To perform audit testing and identifies appropriate controls and key business risks

**Reporting**

- Analyze and appraise operational processes, provides an objective opinion on the efficiency and effectiveness of the operations and notes any process improvement opportunities.

**Advisory responsibility**

- Perform consulting engagements designed to assist management in the attainment of Organizational objectives.
- Provide training to staff on internal controls, business risks, fraud and other related topics.

**Qualification & Experience:**

- Bachelor's degree in Finance, Accounting, Business management field
- 3 years' experience in banking/financial institution or accounting/audit firm

**Application Instructions:**

If you are interested and meet the selection criteria, please submit your Curriculum Vitae by **May 16<sup>th</sup> 2025** to **ETZ-RECRUITMENT@ecobank.com**.

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The Pan African Bank





# WE ARE HIRING



**Direct Sales Agent**

**Reporting to:  
Branch Manager**



**Dar es Salaam,  
Mwanza, Arusha  
Tanzania**

**APPLY NOW**

**Ecobank Tanzania Limited**  
Human Resources

**A BETTER WAY  
A BETTER AFRICA**

**Job summary:**

- To identify prospective Consumer Banking customers from (Local Corporates Companies, Small and Medium Enterprises firms, Government entities, NGO's, Various Institutions, Social Groups and Individuals).

**Key Responsibilities:**

- Represent the Bank and act as first point of contact in the selected market.
- Record and report client enquiries and complaints or any relevant market feedback to the Bank Officer responsible.
- Keep and submit accurate sales records to the Bank Officer responsible for enabling payment of commission.
- Ensure Bank's procedures on account opening and KYC/AML and Agent Banking guidelines are strictly followed.
- Comply with the Bank's code of conduct and laws of the country in execution of your duties.
- Selling prepaid cards
- Ecobank Mobile Application Activation.
- Facilitate the opening of all types of accounts on behalf of the bank.
- Training, coaching, and guiding prepaid cards related issues.
- Make a visit to customers location for monitoring at least once in 3 months.
- Undertake any other assignments relating to marketing efforts as may be assigned to you from time to time.

**Qualification & Experience:**

- Diploma/bachelor's degree in business related fields of study or equivalents.
- One year sales experience and knowledge on banking products & operations.

**Application:**

- If interested and you meet the selection criterias please send your application Curriculum Vitae) not later than **May 16<sup>th</sup> 2025 to ETZ-RECRUITMENT@ecobank.com.**

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