

# ASA Microfinance Tanzania Limited – Vacancy Announcement

**ASA Microfinance Tanzania Limited**, incorporated under the Companies Act, 2002 (No. 93819) of Tanzania, is an affiliate of **ASA International** one of the largest microfinance institutions in the world.

ASA Tanzania is an **Equal Opportunity Employer** and invites **qualified Tanzanian citizens** who are dynamic, loyal, committed, and passionate about socio-economic development to apply for the following positions for **immediate appointment**.

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## 1. Position: Deputy Head of Internal Audit (01 Post)

### Key Job Responsibilities

- Support the Head of Internal Audit in strengthening risk management, internal controls, governance, and operational efficiency across ASA Microfinance (Tanzania) Limited.
- Identify, assess, and evaluate organizational risk areas and recommend improvements in audit controls and accounting procedures.
- Conduct internal audits in line with the internal audit manual and branch audit checklist to ensure compliance with laws, regulations, and internal policies.
- Supervise audit engagements and prepare draft audit reports, including discussion of recommendations and corrective actions with management.
- Perform follow-up audit reviews to verify implementation of agreed audit recommendations.
- Review and recommend improvements to the Internal Audit Department structure, staffing, policies, and procedures.
- Prepare detailed audit reports highlighting control strengths, weaknesses, and operational improvement recommendations.
- Ensure compliance with fiscal laws and regulations set by the Government of Tanzania and relevant regulatory authorities.
- Manage and maintain documentation of the Internal Audit function.
- Evaluate financial and operational procedures to ensure adequate internal controls.
- Conduct operational, financial, and compliance audits.
- Facilitate internal and external audits for all support departments.
- Conduct regular field audit visits.

### Academic Qualifications & Experience

- Bachelor's Degree in Accounting, Finance, or a related field.
- Minimum **3 years' experience** in internal audit, including audit working papers and report writing.

- Advanced proficiency in **English and MS Office**.
  - Part-qualified professional (ACCA, CPA, CIA, or equivalent).
  - At least **1 year of relevant industry experience**; familiarity with audit software and data analytics tools (e.g., Python, R) is an added advantage.
  - Experience in banks, microfinance institutions, financial institutions, or audit firms preferred.
  - Strong knowledge of corporate financial law and risk management practices.
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## 2. Position: Admin & Insurance Officer (01 Post)

### Key Job Responsibilities

- Manage and coordinate all administrative functions in line with institutional policies.
- Oversee all insurance matters including assets, motor vehicles, medical, fidelity guarantee, and operational insurance covers.
- Ensure timely insurance renewals, appropriate coverage, and accurate record keeping.
- Handle insurance claims from incident reporting through settlement.
- Liaise with insurance companies, brokers, regulators, and service providers.
- Conduct risk assessments and recommend insurance and risk mitigation measures.
- Lead development and management of microinsurance products (e.g., credit life, loan protection).
- Coordinate insurance and administrative matters with Operations, Credit, Finance, and Procurement departments.
- Support procurement and asset management processes, including insurance documentation.
- Prepare periodic administrative and insurance reports.
- Ensure compliance with insurance laws, regulations, and internal policies.
- Provide insurance awareness and guidance to staff as needed.

### Academic Qualifications & Experience

- Bachelor's Degree in Insurance, Risk Management, Finance, Business Administration, Economics, or related field.
  - Minimum **2–3 years' experience** in insurance operations, preferably within microfinance institutions, banks, or financial institutions.
  - Practical knowledge of microinsurance products is an added advantage.
  - Good understanding of Tanzanian insurance laws and market practices.
  - Strong analytical, communication, and stakeholder management skills.
  - Proficiency in **MS Office**, especially Excel and Word.
  - High integrity, attention to detail, and ability to work independently with minimal supervision.
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### **3. Position: Loan Officers (LOs) – 50 Posts**

#### **Key Job Responsibilities**

- Build and maintain a quality loan portfolio.
- Recruit and screen members.
- Orient clients on loan products and services.
- Form client groups (minimum **350 clients**).
- Maintain regular field contact with groups and clients.
- Process loan applications and verify income-generating activities (IGAs).
- Collect loan installments on time.
- Manage loan disbursements and repayments.
- Verify guarantors' houses and supporting documents.
- Provide quality customer service.
- Complete daily operational tasks and documentation accurately.

#### **Academic Qualifications & Experience**

- Bachelor's Degree or Master's Degree.
  - Experience not required (added advantage).
  - Willingness to work at field level and relocate.
  - Ability to work independently with minimal supervision.
  - High integrity, self-initiative, and risk awareness.
  - Ability to work effectively in teams with good negotiation skills.
  - Good oral and written communication skills.
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#### **Remuneration**

- Attractive salary packages commensurate with qualifications, competencies, and experience.
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#### **General Requirements for All Applicants**

- Application Letter.
  - Detailed Curriculum Vitae (CV) including work experience, skills, and contact details of **three (3) referees**.
  - One recent passport-size photograph attached to the CV.
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# Mode of Application

Interested candidates should submit their applications **by email or physically**:

**Email:** [recruitment@asatanzania.co.tz](mailto:recruitment@asatanzania.co.tz)

**Physical Address:**

ASA Microfinance Tanzania Limited  
Head Office  
Plot No. 87, Msewe Street  
Kimondoni Road

 **Deadline: 15th January 2026 at 17:00 hours**

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## Important Notes

- Only shortlisted candidates will be contacted for interviews.
- No phone calls are allowed for inquiries.
- No interview allowances will be provided.