

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 world's largest microfinance institutions.

ASA Tanzania is an **equal opportunity employer** and invites **qualified Tanzanian citizens** to join its team. The organization seeks **dynamic, loyal, and committed young men and women** who are passionate about socio-economic development for **immediate appointment**.

Position: Loan Officers (LOs) – 50 Posts

Key Job Responsibilities

- Build and maintain a substantial, high-quality loan portfolio
 - Recruit and screen members
 - Orient clients on loan products and services
 - Form client groups throughout the week (minimum total clients: **350**)
 - Maintain regular field contact with groups and clients
 - Process loan applications and verify clients' income-generating activities (IGAs)
 - Collect loan installments from client groups on time
 - Manage loan disbursements and monitor loan repayments
 - Verify guarantors' houses and required documents
 - Provide quality customer service to clients
 - Complete daily assigned operational activities
 - Ensure accurate and timely documentation of all daily activities
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Academic Qualifications & Experience

- Bachelor's Degree or Master's Degree
- Experience is **not required** (added advantage if available)
- Willingness to work at field level
- Willingness to relocate
- Ability to work independently with minimal supervision
- Strong sense of integrity and awareness of operational risks
- Self-motivated, decisive, and proactive
- Ability to work effectively in a team environment
- Good negotiation skills

- Strong oral and written communication skills
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Remuneration

- Attractive salary package 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 and qualified applicants should submit their applications by **either**:

 **Email:** recruitment@asatanzania.co.tz

OR

 **Physical Submission:**
ASA Microfinance Tanzania Limited
Head Office
Plot No. 87, Msewe Street
Kimondoni Road

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

Important Notes

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