



**TIB
DEVELOPMENT
BANK**
Your Partner for Growth

TIB DEVELOPMENT BANK LIMITED

JOB VACANCY

TIB Development Bank Limited is Development Finance Institutions (DFI) wholly owned by the Government of United Republic of Tanzania. The bank has been established and exists under the Companies Act, 2002. The focus of TIB Development Bank as a premier national DFI is on national projects that aim at the attainment of the Tanzanian Development Vision 2025. The bank's mandate is to support the Government in achieving rapid economic growth through the development of industries, infrastructure, services sectors, as well as oil and gas sectors. In this regard, activities of TIB Development Bank have specifically expanded and the bank now invites suitable, qualified, and skilled applicants to fill the vacant positions: -

1. SENIOR PUBLIC RELATIONS OFFICER GRADE I

1.1 Nature and Scope

To closely work with the Manager Public Relations, Marketing, and Corporate Affairs to organize and arrange news conferences, exhibitions and trade fairs and act as the bank's spokesperson and representative at such events;

1.2 Key Responsibilities

- To generate a well written document for publishing purposes and communicate information to the public;
- Network and bringing in new contacts;
- To organize and manage PR campaigns and marketing events;
- To design, writing and/or producing presentations, press releases, articles, leaflets, 'in-house communications, newsletter, reports, publicity brochures, photographs, and promotional videos;
- To organize and arrange news conferences, exhibitions and trade fairs and act as the bank's spokesperson and representative at such events;
- To provide clients with information about new promotional opportunities and current PR campaigns progress;
- To liaise with and answering enquiries from media individuals and other stakeholders;
- To monitor local media and analyse and review news and business events to provide management with relevant information including significant developments and emerging issues impacting TIB's image;
- To maintain close and active contact with community leaders to understand the needs of the community and determine how best the bank might provide support.

1.3 Educational Qualifications:

Holder of bachelor's degree in mass communication or business communication or international Relations or Public Relations or Journalism or Marketing or any other related equivalent qualifications from a recognized Institution. Possession of master's degree in related or similar fields will be an added advantage.

1.4 Working experience, skills, and knowledge:

- At least four (4) years of proven and demonstrable working experience in Executive Assistant role.
- Excellent in written and communications both in Kiswahili and English
- Good interpersonal skills
- Knowledge of the financial services sector and banking trends
- Experience in identifying and managing partners relationships.
- Ability to work against tight deadlines and ad hoc travelling, meeting.
- Manage and engage teams for delivery of results.
- Management skills, Leadership skills, Customer needs - oriented, Team leader.
- Good communication skills

2.0 SYSTEMS ADMINISTRATOR OFFICER II

2.1 Nature and Scope

Administration of the ICT Infrastructure, implementation, documentation and performance tuning of bank systems. S/he will be managing and maintaining the bank's network, data centers, physical and virtual hardware and software, Servers, storage and backup appliances. S/he will be working in a team to identify and implement methods, solutions, and advise on ICT security issues. Further, S/he will be planning and coordinating the execution of all network and infrastructure projects and tasks.

2.2 Duties and Responsibilities

- To manage and ensure effectiveness of servers, including Active Directory (AD), e-mail, printers and their associated operating systems and software for both on-site and off-site data centers.
- To maintain inventory of equipment and parts as well as documentation of configurations, standards, and vendor activities.

- To perform systems administration activities such as taking system backup, ensuring backup tapes are in safe custody, fine-tuning, and making sure available computing resources of the application server are sufficient to support system operations.
- To secure network infrastructure to ensure availability, confidentiality, and integrity of data at rest or while in transit.
- Administer servers, client computers, printers, routers, switches, firewalls, IP phones, iPads, smartphones, software deployment security updates and patches.
- To maximize network performance by monitoring performance; troubleshooting network problems and outages; scheduling upgrades; collaborating with network architects on network optimization.
- Ensure that all new implementations of security solutions are in line with the bank's security requirements and comply with the bank's policies.
- To prepare and maintain documentation of network and cabling layouts.
- To perform any other related duties as may be assigned from time to time by the Supervisor.

2.3 Education and Qualifications

Bachelor's degree in a computer related field. Holder of bachelor's degree in information technology, Computer Science, Information Systems, or equivalent qualifications from recognized Institutions.

2.4 Working Experience, Skills and Knowledge

- Ability to plan, organize and document ICT infrastructure from designing, implementing, configuring and maintenance while adhering to institutional policies/procedures.
- Ability to communicate technical/complex information both verbally and in writing; establish and maintain cooperation, understanding, trust and credibility.
- Ability to perform multiple tasks concurrently and respond to emergency situations effectively.
- Knowledge and experience in modern practices for ICT infrastructure architecture and operations in medium to large Financial Institutions to provide guidance on quality improvements and strategic changes.
- Experience with Windows 2019 and above, Active Directory(AD)servers(configuration and management of AD servers, server replication, domain and sub domains creation, etc.)
- Experience in networking systems, Server and storage administration, and network security.
- Advanced skills in router, switch and firewall configurations
- Certifications, Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP) or Red Hat Certified System Administrator (RHCA) and any additional relevant ICT certifications
- Experience in Enterprise Operating System administration.
- Good interpersonal, written, and oral communication skills in English and Swahili

3.0 REMUNERATION

TIB Development Bank Limited is an equal opportunity employer. The bank offers an attractive remuneration package, career development opportunities and an excellent working environment.

4.0 MODE OF APPLICATION

Applications should be accompanied by: -

- An application letter.
- Detailed Comprehensive Curriculum Vitae (CV)
- Certified Copies of relevant certificates and awards.
- Indicating your contact address such as telephone number(s) and email address(s) if available.
- Names and full addresses of (3) referees.

5.0 CLOSING DATE OF APPLICATIONS WILL BE ON 10th OCTOBER,2025

Addressed to:
Managing Director,
TIB Development Bank,
Mlimani City Office Park,
Sam Nujoma Road, Ubungo
P.O.BOX 9373,
DAR ES SALAAM.