

# THE UNITED REPUBLIC OF TANZANIA



## AGRICULTURAL INPUT TRUST FUND (AGITF)

### TRANSFER VACANCIES

Agricultural Inputs Trust Fund is a government Institution established by the Act No. 9 (1994) as Amended by Act No. 2 of 2002. The mandates of the Fund were to widening inputs supply gap through financing importation and distribution of agricultural inputs. The objectives of the Fund are to:

- i. To make available loans, on such terms and conditions as the Board may determine finances for importation and distribution of agricultural inputs;
- ii. To finance services or any technical assistance in relation to acquisition, distribution and use of agricultural inputs; and
- iii. To pay the costs of administering the Fund.

The government have granted transfer permit to the Agricultural Inputs Trust Fund, to announce to the Public the vacancies for different posts to qualified Public Servants who are interested to join the Fund. Therefore, AGITF has **11** vacancies whereby suitably qualified, creative and results driven Public Servants are invited to apply.

#### 1. **PRINCIPAL OFFICE MANAGEMENT SECRETARY II (1 POST)**

##### a. **Academic Qualifications**

Holder of a Diploma in Office Management/Secretarial Studies (NTA 6) from recognized institutions with a typing speed of 100 w.p.m., manuscript and tabulation I, office practices and secretarial duties II with shorthand speed of 100 w.p.m. with a relevant working experience of at least ten (10) years in a reputable organization. Must have attended and passed Management Development Examination for Executive Assistant Stage II (MDEA II).

##### b. **Duties and Responsibilities:**

- i. To write minutes and proceedings of meetings and workshops;
- ii. To supervise other personal secretaries and Office Assistants;

- iii. To assist in the planning of all routine and logistical aspects of the office;
- iv. To keep and control confidential files and documents;
- v. To respond to general correspondence for the supervisor or type the supervisor's endorsements when need arises;
- vi. To distribute mails and documents to the concerned officers;
- vii. To attend telephone and general queries from staff and other clients;
- viii. To attend visitors coming to her/his office; and
- ix. To perform any other related duties as may be assigned by Supervisor.

**c. Salary Scale: AGITF 6**

**2. OFFICE MANAGEMENT SECRETARY I (2 POST)**

**a. Academic Qualifications**

Holder of IV Certificate with a Diploma in any of the following fields; Records Management, Archives Management, Records and Archives Management, Archive and Documentation, Records and Information Management or equivalent qualification from recognized institutions.

**b. Duties and Responsibilities:**

- i. To keep dairies of meetings for the head of sections, and arrange venues for the meetings;
- ii. To keep and record appointment in the diary and remind the concerned Officer's accordingly;
- iii. To file all correspondences relating to the meetings chaired/attended by the respective Officer;
- iv. To receive telephone calls;
- v. To receive and screen visitors and direct them to appropriate Officers;
- vi. To arrange meetings and communicate accordingly to members;
- vii. To type confidential and open documents; and
- viii. To perform any other related duties as may be assigned by Supervisor

**c. Salary Scale: AGITF 4**

### 3. **RECORDS MANAGEMENT ASSISTANT II (1 POST)**

#### a. **Academic Qualifications**

Holder of IV Certificate with a Diploma in any of the following fields; Records Management, Archives Management, Records and Archives Management, Archive and Documentation, Records and Information Management or equivalent qualification from recognized institutions.

#### b. **Duties and Responsibilities:**

- i. To opens new file and indexes cards as directed by the Supervisor;
- ii. Maintains and up-to date register of office files
- iii. Files correspondence into the appropriate files and cross references;
- iv. Copies correspondence to relevant files and attaches them whenever deemed necessary;
- v. To check data/information for authenticity, completeness and accuracy;
- vi. Gives files searchers numbers of files which are required for filling;
- vii. Reviews pending correspondence and lists files required for filing;
- viii. Maintains up-to date files index books;
- ix. Process, store and retrieve data;
- x. Handle quarries relevant to records keeping; and
- xi. Maintain safety of equipment and records (documents);

#### c. **Salary Scale: AGITF 3**

### 4. **PRINCIPAL RISK MANAGEMENT OFFICER II (1 POST)**

#### a. **Academic Qualifications**

Holder of Master's Degree in one of the following fields; Agricultural Economics, Insurance and Risk Management, Business Administration, Economics, Finance, Accounting, Banking and Finance, Commerce, Entrepreneurship or equivalent qualifications from a recognized institution with working experience of at least ten (10) years in related field.

#### b. **Duties and Responsibilities:**

- i. To oversee assessment of risk in the Fund business,
- ii. To monitor the implementation of risk management framework for the Fund;
- iii. To ensure risk management operating models are implemented in each Division, Department and Unit
- iv. To formulate mitigation strategies that will be used to minimize the Fund risks,
- v. To advise the management on risk avoidance,

- vi. To coordinate investigation of operational strengths, weaknesses, opportunities and threats of the prevailing risk management strategy,
- vii. To participate in the review of the Management Information System to determine possible related risks.
- viii. To ensure that the bank's credit risk decisions are based on transparent, accurate and rigorous analytics.

**c. Salary Scale: AGITF 7**

**5. SENIOR OPERATION OFFICER (2 POSTS)**

**a. Academic Qualifications**

Holder of Bachelor Degree of in one of the following fields; Agricultural Economics and Agribusiness, Agricultural extension, Economics, Business Administration, Banking, Accountancy, banking and Finance, Economics, Commerce or equivalent qualification from recognized institutions with working experience of at least seven (7) years in related field.

**b. Duties and Responsibilities:**

- i. To advice clients on financial and economic issues that could affect their loan repayment;
- ii. To coordinate preparation of reports pertaining to Joan repayment;
- iii. To ensure clients are assessed to determine their capability to pay loan facilities;
- iv. To ensure the necessary and relevant bank records, e.g. payment of loan is updated as required;
- v. To coordinate the preparation of AGITF Loans Recovery Policy;
- vi. To ensure loans are paid by clients in accordance with laid down procedures and guidelines;
- vii. To conduct research related to loan recovery and recommend on gaps identified with their mitigations;
- viii. To provide training to clients and other stakeholders regarding to Joan repayment,
- ix. To develop Fund's Loan Recovery strategies that will be used by Loan Recovery Officers to fast-track Loan Defaulters,
- x. To initiate, study and report on potential opportunities for improving the Fund's loan portfolio;
- xi. To ensure recovery actions are undertaken timely and, in a cost, effective manner;
- xii. To ensure Joan recovery activities are continuously carried out by the fund;
- xiii. To initiate efforts for recovering overdue loans to the fund's clients; and
- xiv. To negotiate with defaulters on repayment plans;

**c. Salary Scale: AGITF 6**

**6. INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (1POST)**

**a. Academic Qualifications**

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Technology, ICT, Information Systems Management or other related and related qualifications from a recognized institution with at least four (4) years working experience in the field.

**b. Duties and Responsibilities:**

ICT Security

- i. To ensure software patches are implemented timely;
- ii. To install, configure and update antivirus;
- iii. To alert users on various security risks, threats and vulnerabilities;
- iv. To perform system audit on general basis;
- v. To implement security mechanisms and controls in computer systems
- vi. To perform any other related duties as may be assigned by immediate Supervisor.

**c. Salary Scale: AGITF 4**

**7. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER I (1 POST)**

**a. Academic Qualifications**

Holder of Master's Degree in one of the following fields: Computer Science, Information Technology, ICT, Information Systems Management, Computer Engineering Management, Technology in Computing and Communication or other related and related qualifications from a recognized institution with ten (10) years working experience in the field.

**b. Duties and Responsibilities:**

**(Database Administrator)**

- i. To advice on the use of database
- ii. To oversees the implementation of database monitoring plan
- iii. To monitor standards, procedures and access methods for database management systems; and
- iv. To perform any other related duties as may be assigned by immediate Supervisor.

**(ICT Security)**

- i. To oversees the acquisition, implementation and management of security controls and mechanisms
- ii. To work out plans, guidelines and procedures for security implementations holistically
- iii. To prepare backup recovery plan
- iv. To prepare a business recovery timeline

- v. To establish a call free to be followed in the event of disaster
- vi. To participate in the preparation of ICT Policy and its security procedures; and
- vii. To perform any other related duties as may be assigned by immediate Supervisor.

**c. Salary Scale: AGITF 8**

**8. SENIOR ACCOUNTANT (1 POST)**

**a. Academic Qualifications**

Holder of Bachelor Degree or Advanced Diploma in one of the following; Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions plus either of CPA (T), ACCA, ACA, CIMA or equivalent professional qualification recognized by the NBAA with working experience of at least seven (7) years in related field. Knowledge in the use of accounting packages and computer literate is an added advantage.

**b. Duties and Responsibilities:**

- i. To review annual financial statements and co-ordinate with the external auditors;
- ii. To prepare accounts statement for respective ending financial year for Auditing purposes;
- iii. To accurately prepare financial reports;
- iv. To analyses annual operating and capital expenditure budgets;
- v. To prepare provisions for all doubtful debits;
- vi. To supervise the implementation of financial estimates and budget;
- vii. To effect payments in accordance to Fund's financial rules and regulations;
- viii. To maintain records of all financial transactions in proper books of accounts;
- ix. To monitor payments for services rendered to the Fund;
- x. To carry out costing and maintain an up-to-date record of Fund assets and on-going projects;
- xi. To prepare Fund's financial statements;
- xii. To initiate proposals for changes and improvements in Fund's financial policies, procedures and rules;
- xiii. To participate in the review of annual budget;
- xiv. To collect and analyze financial data on various activities of the Fund;
- xv. To participate in planning, analyzing and monitoring development projects; and
- xvi. To perform any other related duties as may be assigned by supervisor.

**c. Salary Scale: AGITF 6**

## **9. SENIOR PLANNING OFFICER (1 POST)**

### **a. Academic Qualifications**

Holder of Bachelor Degree in one of the following fields; Economics, Agricultural Economics and Agribusiness, Statistics, Planning, Project Planning and management, Policy Planning and management, Finance and Investment Planning, Economic Development or equivalent qualifications from recognized Institution with working experience of at least seven (7) years in related field.

### **b. Duties and Responsibilities:**

- i. Facilitating planned surveys to validate collected data/information;
- ii. Preparing AGITF promotion plans and campaigns in consultation with the principal planning Officer;
- iii. Implementing approved AGITF promotion plans and campaign;
- iv. Participating in activities, which promote AGITF activities;
- v. To coordinate preparation of methodologies for data collection on various aspects of Bank operational programs;
- vi. To coordinate formulation of corporate plans and strategies based upon priorities for resource allocation to various functional programs;
- vii. To coordinate assessment of the systems customer needs;
- viii. To monitor the operational efficiency of the programme by using costs and other indicators;
- ix. To coordinate the preparation and review of the AGITF Strategic Plans, Annual Plans, budget and financial resource mobilization strategy;
- x. To coordinate the collection, analyze and evaluation of information/data gathered;
- xi. To monitor the preparation and update of the database of SMEs, agriculture entity, smallholder farmers and individuals qualifying to be empowered;
- xii. To monitor the implementation of the financial resource mobilization strategy;
- xiii. To coordinate preparation of AGITF budget reports;
- xiv. To coordinate the preparation of plans for AGITF debt collection;
- xv. To prepare, analyze and review AGITF development policies;
- xvi. To review the AGITF credit policy and provide comments, and
- xvii. To perform any other duties as may be assigned by the Supervisor.

### **c. Salary Scale: AGITF 6**

AGITF is Headquartered in Dodoma Region thus interested applicants should be ready to work in Dodoma Region. However, owing to the exigencies of service, an employee may be transferred to our zonal offices.

**NB: All applications should be channeled through the following address and NOT through e-UHAMISHO (Watumishi Portal).**

Executive Director,  
Agricultural Input Trust Fund (AGITF),  
P.O Box 2382,  
**DODOMA.**

Application deadline is on 06<sup>th</sup> December, 2024.

**Issued on 22<sup>nd</sup> November, 2024.**