

GENERAL:
Job Title: Officer Credit Custody (SDU) Department/ Division: SDU Number of Vacancies: 1
JOB PURPOSE:
Responsible in managing bank's securities by ensuring that they are duly and accurately signed and perfected to the satisfaction of the bank; ensuring that securities are properly record in a well-maintained database.
MAIN DUTIES & RESPONSIBILITIES:
<ul style="list-style-type: none"> ▪ Ensuring that securities are kept in safe custody and their removal controlled under a dual system arrangement. ▪ Ensuring that all securities are well recorded and updated in bank's security database. i.e tenure, property description, names e.t.c ▪ Perform periodic inspections of securities to ensure correct placement and legibility ▪ Confirmation of securitties to respective stakeholders ▪ Facilitate withdrawal of securities on receipt of request from credit, business units or branches. ▪ Tracking of security register movement ▪ Minimization of risks and losses/penalties associated with security custodianship ▪ Any other related duties as assigned from time to time
KNOWLEDGE, SKILLS, QUALIFICATION AND EXPERIENCE:
Knowledge <ul style="list-style-type: none"> • Computer skills • Record keeping • Strong attention to details and ability to work under tight deadlines. • Ability to take initiative and aptitude for quick learning. • Excellent communication and organizational skills Skills <ul style="list-style-type: none"> • Detail-oriented with a focus on accuracy and efficiency • Self reliant, proactive, team work, proffesional and enthusiastic • Strong analytical and problem solving skills • Excellent communication and organizational skills Qualifications <ul style="list-style-type: none"> • Holder of a University Degree or equivalent qualification in Banking, Risk Management, Law, Business Administration Work Experience <ul style="list-style-type: none"> • Good experence in documents custodianship.

To Apply:

Please submit your application quoting the Job title on the subject field to:
TZRecruitment@equitybank.co.tz.

Application Deadline: 26th August, 2025