INTERNAL AUDIT OFFICER I -1 POSITION

ABOUT US:

Tanzania Commercial Bank is a Bank that provides competitive financial services to our customers and creates value for our stakeholders through innovative products with a vision "to be the leading bank in Tanzania in the provision of affordable, accessible and convenient financial services". As part of organizational development and management of its human capital in an effective way, Tanzania Commercial Bank commits itself towards attaining, retaining and developing the highly capable and qualified workforce for Tanzania Commercial Bank betterment and the Nation at large.

Position:	**Internal Audit Officer I**
Department:	**Audit Directorate**
Salary Scale	**COBSS 5 (at Officer level I)**
Reports to:	**Chief Manager Financial Audit**
Location:	**Dar es Salaam**
Date Advertised	**I8/03/2026**

POSITION OBJECTIVE

He/she will be responsible for providing an independent and objective assurance on the effectiveness of the internal control and risk management process. She/he is responsible for acting as facilitator in identifying risk and assessing risk management process, thereby assisting the management in the effective discharge of their responsibility.

KEY RESPONSIBILITIES

- Perform risk-based internal audits across branches, head office, and business units, focusing on high-risk areas.
- Conduct audit fieldwork covering credit, operations, finance, human resources, marketing, and other bank activities.
- Extract, analyze, and interpret financial and operational data (loans, deposits, income, expenses, ATM and digital transactions) for audit purposes.
- Assess the adequacy and effectiveness of internal controls, risk management processes, and governance frameworks.
- Review compliance with internal policies, procedures, and external regulatory requirements including IFRS, BOT guidelines, and banking laws.
- Evaluate the accuracy, reliability, and timeliness of financial and management information used for decision-making and financial reporting.
- Prepare audit working papers, reports, and recommendations, and submit them for review in accordance with audit standards.

- Identify control weaknesses and recommend practical improvements to enhance operational efficiency and safeguard bank assets.

- Assist in special audits, investigations, and verification exercises, including fixed asset stock-taking and other assignments as required.

- To carry out any other related duties as assigned by Supervisor

QUALIFICATIONS, SKILLS & EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Accountancy, Auditing, Finance, Commerce or Business Administration (majoring in Accountancy or Finance or Equivalent qualifications from recognized institutions with working experience of at least four (4) years in related field.

- Effective data analysis
- Efficient and Quality audit report

PERSONAL ATTRIBUTES AND BEHAVIOURAL COMPETENCIES

- Ability to demonstrate Tanzania Commercial Bank core values: - Customer Focus, trustworthy, Creativity, Teamwork and Excellence
- Ability to priorities work and to meet deadlines.
- Ability to work quickly, accurately and consistently when under pressure.
- A methodical and well-organized approach to work.
- Mature and able to work in a confidential environment.
- Has sound judgment, common sense and good humor

The position will attract competitive salary packages and benefits. Applicants are invited to submit their resume via the following link:- https://hrp.tcbbank.co.tz/hr/careers/#/login#staff

Applications via other methods will not be considered. Applicants need to fill their personal information, academic certificates, work experiences, and application letter. Other credentials will be submitted during the interview for authentic check and administrative measures.

Tanzania Commercial Bank has a strong commitment to environmental, health and safety management. Late applications will not be considered. Short listed candidates may be subjected to any of the following: a security clearance; a competency assessment and physical capability assessment.

DEADLINE OF THE APPLICATION IS 30TH MARCH, 2026.