



WAT SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED.

“WAT SACCOS”

NAMBARI YA KUANDIKISHWA DSR- 596, S.L.P 5914 DAR ES SALAAM
Tel: 255 752903760/255657592898, email.info@watsaccos.or.tz

VACANCY ADVERTISEMENT

WAT SACCOS is a Savings and Credit Cooperative Society which is operating in Dar es Salaam Region. Its main objective is to improve the standard of living of its members by providing varied financial services to its members as per their needs including Housing Microfinance Products and encourage more members to join the SACCOS.

WAT SACCOS invites applications from suitable Tanzanians to fill the post below. WAT SACCOS is on equal opportunity employers regardless of gender

POST TITLE: TELLER:(1 POSITION)

POSITION PURPOSE/MISSION STATEMENT

Ensure customer care service

General responsibilities and duties

- Cash handling in the SACCOS
- Promotion of the SACCOS

Specific duties

- Cash receive and deposits
- Ensure prompt quality services to the members
- Promote SACCOS members and services
- Educate SACCOS members on the SACCOS by laws,

Cooperative Society Act and Rules

Recruitment of SACCOS members

- Ensure that the sorting of cash in the cash drawers (counters) is done according to the sorting policy
- Check that the deposit and withdrawal slips are filled in properly date, receipt numbers and properly signed and authorizations are obtained
- Perform any other task and duty assigned by the SACCOS Manager

Person Description/Specification

Education

Diploma in Accounting, Finance, Insurance and Business administration or
Degree in Accounting, Finance, Insurance and
Business administration

Experience

At least one year in cash handling


Key competence

- Numeric
- Accuracy in operations
- Computer literacy
- Insurance

REMUNARATIONS

An attractive package will be offered to the right candidate within
WAT SACCOS scale

All applications should be submitted before 05th June 2023 and addressed to:



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The Chairperson

WAT SACCOS Ltd,

P.O. Box 5914

Dar es Salaam

Email: info@watsaccos.or.tz