



**WOMEN ADVANCEMENT TRUST (W.A.T ) SAVINGS AND CREDIT  
CO-OPERATIVE SOCIETY LIMITED.**

**"WAT SACCOS"**

**NAMBARI YA KUANDIKISHWA DSR- 596, S.L.P 5914 DAR ES SALAAM**

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## **VACANCY ADVERTISEMENT**

WAT SACCOS is a Savings and Credit Cooperative Society which deals with provision of savings and credits to its members. It is based 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 other loan products.

WAT SACCOS invites applications from suitable Tanzanians to fill the posts below. WAT SACCOS is an equal opportunity employer regardless of gender

**POST TITLE: TELLER: TWO (2) POSTS**

**REPORTING TO: ACCOUNTANT**

**POSITION PURPOSE/MISSION STATEMENT**

- Ensure customer care service
- Efficiency and accuracy of handling cash

**General responsibilities and duties**

- Cash handling in the SACCOS
- Promotion of the SACCOS to potential and prospective members

**Specific duties**

- To receive and deposits cash from members.
- To ensure prompt and quality services to the members
- To promote SACCOS services to members and non-members.
- To educate members on the bylaws, Cooperative Society Act and Rules governing SACCOS.

- To open accounts for new members
- To ensure the handling of cash in the cash drawers (counters) is done according to the policy.
- To check the deposit and withdrawal slips are kept properly in daily basis as filling series.
- To ensure authorization is obtained from supervisors as per the guidelines.
- To perform any other task and duty assigned by the supervisors.

## **Person Description/Specification**

### **Education**

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

### **Experience**

At least of one year in cash handling or teller position

Key competence

- Numerical skills
- Accuracy in operations
- Computer literacy and
- Knowledge of Insurance is an added advantage

### **REMUNERATION.**

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

All applications should be submitted before 9<sup>th</sup> October 2021 to

**The Manager,  
WAT SACCOS Ltd,  
P.O. Box 5914  
Dar es Salaam  
Email: *info@watsaccos.or.tz***