

Position 1: Identity Access Management Officer

Reporting line

Security Operations Center Manager

Job purpose

To ensure that DTB Employees and systems have the appropriate access to the various DTB Applications ensuring that 'Least Privileges' policies are adhered to.

Duties

- Maintenance of User Roles, Rights and permissions covering the entire identity lifecycle from onboarding right through to offboarding of the said identities on a daily/weekly/monthly basis.
- Assisting in the preparation of user listings of the various applications and communicating the same to the various branches in order that user listings can be accredited.
- Follow-up of all the user accreditations undertaken by the Branch/Departmental heads and provide relevant reports to the Identity and Access Management (IAM) team lead.
- Assist in the Creation of Segregation of Duties (SODs) User Permission Matrixes.
- Supporting activities pertaining to Privileged Access Management (PAM).
- Engaging with the wider User Rights Management Group (URMG) to continuously review and adopt procedures that will enhance IAM activities.
- Engages as a team member in the bank's IAM projects.
- Enforces all necessary security (privileged and non-privileged) procedures to ensure no unauthorized logical accesses are gained into the Systems respectively.
- Attend project or departmental meetings to review projects or operations.
- Any other duties assigned by the IAM lead from time to time.

Requirements

- A Bachelor's degree in Computer Science / Information Technology or related field.

Work experience

- At least 2 years working experience in IAM or related field and Applications Support, familiarity with service delivery culture and support function.

Personal attributes

- A structured approach to dealing with complex and variable work environments in an independent manner.
- Ability to balance opposing business requirements.
- Ability to balance long term and short-term requirements independently.

Application instructions

Please send your application letter and CV to:

Email: recruitment2026@diamondtrust.co.tz

Deadline

21st June 2026

Position 2: Manager – Property Services

Reporting line

Head – Procurement & Property Services

Job purpose

To ensure effective management of facilities & properties including supervision of repairs and maintenance of office equipment and machines.

Duties

- Review bill of quantities submitted by vendors and ensure correct invoices are submitted for payment.
- Plan and supervise periodic schedules of office and facilities maintenance. e.g., Generators, UPS, Stabilizers, ACs, Lifts, Invertors, network printers and photocopy machines, furniture and fittings, pest control, etc.
- Attend to reported issues in weekly COC report and revert with update
- Prepare cost analysis of all repairs and maintenance projects.
- Comply with governance in terms of regulations and audit requirements.
- Take charge of all emergencies and ensure responsible back-ups are available in order to take corrective action as necessary.
- Contribute to the development and execution of the business unit strategy through the development and implementation of the People strategy and operational objectives.
- Coordination and support in new projects (new branches, branch expansion, office re-organization and other construction related duties)
- Coordination of new project concept drawings and approval of the same.

Requirements

- A Bachelor's degree in Property and Facilities Management, Procurement, Civil/Electrical Engineering (professional qualifications will be an added advantage)

Work experience

- Minimum of four (4) years working experience in a related field.

Personal attributes

- Precise, systematic and rule-oriented in gathering, reviewing and evaluating data from a variety of perspectives including the ability to work with precision and highlight inaccuracies and inconsistencies in detailed information.
- Maintains focus needed to produce reliable, quality work despite distractions and monotony.

Application instructions

Please send your application letter and CV to:

Email: recruitment2026@diamondtrust.co.tz

Deadline

21st June 2026