

Business Development Officer (BDO) – Advertise Services

Location: Dar es Salaam, Tanzania
Level: Entry
Job Type: Contract
Application Deadline: 31 December 2025

About the Role

Simplepay Capital Financial Services Tanzania Ltd is looking for Loan Officers and Collection Officers to join its expanding team in Dar es Salaam. This opportunity is ideal for motivated individuals with strong communication skills, a passion for customer service, and an interest in building a career in the financial sector.

Key Responsibilities

Main Duties:

- Review and follow up on open accounts for repayment collection.
- Collect loan payments as per agreed repayment plans.
- Conduct customer due diligence and maintain proper KYC documentation.
- Deliver excellent customer service at all times.
- Manage front desk operations and support administrative tasks.
- Ensure compliance with company policies and procedures.

Performance Targets (KPIs):

- Meet monthly targets for loan disbursement, collection, new customer acquisition, and active customers.

Qualifications & Requirements

- Minimum of High School education.
- Experience in microfinance or financial services is an added advantage.
- Strong communication, sales, and negotiation skills.
- Excellent time management and customer service abilities.
- Self-driven, dependable, and a strong team player.
- Basic computer skills required.
- Possession of a smartphone is an added advantage.

Equal Opportunity Employer

Simplepay Capital Financial Services Tanzania Ltd is an equal opportunity employer and values workplace diversity. All qualified applicants will receive fair consideration without regard to race, color, religion, gender, national origin, age, disability, marital status, or any other characteristic protected under Tanzanian law.

How to Apply

Send your CV and Cover Letter to: info.tz@simplepay.capital