



EXCITING CAREER OPPORTUNITY

The CSD & Registry Company Limited (CSDR) is a private limited Company licensed by the Capital Markets and Securities Authority (CMSA) to conduct the Central Securities Depository business in Tanzania. The CSDR is wholly owned by the Dar es Salaam Stock Exchange PLC (DSE).

The principal activity of the CSDR is, among others, to provide automated clearing, delivery and settlement facilities in respect of transactions carried out at the DSE as well as to provide Registry Services to listed and non-listed companies.

In order to enhance its Registry Services department, the CSDR is looking for a qualified candidate to fill the position of **Registry Services Manager** and thus inviting applications as per details below:

Reporting:

This is a Managerial position as per the CSDR establishment, the **Registry Services Manager** will be reporting to the Managing Director.

Duties and Responsibilities:

The CSDR is looking for an Registry Services Manager to be responsible and accountable for the smooth running of Registry Services department within the limits of operational guidelines of the company. In particular, the position holder will be required to:

- (i) To oversee the overall operations of the Registry Services including updating the register of shareholders from time to time for companies subscribed to the service and to oversee corporate action events communicated by Issuers like allotment of securities as a result of public offers, rights issues, scrip dividend, and bonus issues.
- (ii) To oversee the provision of monthly register reports or at any time when required by issuers.
- (iii) To oversee the process of updating Issuers on the list of shareholders entitled to receive dividends.
- (iv) To oversee the process of calculating dividend entitlements for each shareholder and thereafter oversee payments process to shareholders.
- (v) To oversee communication process between Issuers and CSDR as well as overseeing the process of dealing with shareholders queries

- (vi) To oversee the process of maintaining unpaid dividends and thereafter oversee the process of making payments to shareholders upon submission of shareholder's bank details.
- (vii) To oversee the provision of statements of accounts and reconciliation report of dividend bank accounts to the company subscribed to the service.
- (viii) To assess and ensure that the performance of Registry System and its related applications meet the accepted performance parameters.
- (ix) To advise Management on the appropriate technologies to adopt during the acquisition/updating of Registry software systems.
- (x) To review work performance of Registry Services Department staff including appraisal, training and welfare in line with organizational objectives.
- (xi) To work with other Managers at the CSDR to ensure implementation of the approved work plans.
- (xii) To perform such other duties as may be assigned by the Managing Director from time to time.

Qualifications:

Holder of the Postgraduate Diploma or Masters degree in one of these areas: computer science, information technology, business information system, accounting, finance, business administration or equivalent qualification with at least five (5) years of relevant experience in a senior level, post qualifying working experience in operations area of a reputable institution preferably a regulated financial institution.

Remuneration:

Attractive remuneration package will be offered as per the CSDR pay structure.

Mode of Application

All interested candidates are required to apply by attaching to their application: current curriculum vitae (CV), copies of academic certificates and transcripts, full addresses including contact phone number, email address and two reference letters from referees who can testify to the applicant academic abilities, working experience and character.

Applications should be sent to:

**Interim Managing Director,
CSD & Registry Company Limited,
14th Floor, Golden Jubilee Towers, Ohio Street,
P. O. Box 70081
DAR ES SALAAM**

Deadline for applications is on **5th February 2018 at 4.00 p.m.** Only short-listed candidates will be contacted for interview.