

Job Title: Assistant Project Managers (2)

Department: Projects

Reporting to: Project Manager

Region: Dar es Salaam



Hours of Work: 8am - 5pm Monday to Friday.

Additional hours as required by workload

#### 1. PURPOSE OF JOB:

##### General-purpose:

To partner with key stakeholders to enhance business results through effective project delivery, from project initiation to benefits realization stage. In this role, the Assistant Project Manager will plan, coordinate, and monitor medium and large-scale projects with a high degree of complexity and risk.

##### Specific purpose:

- Work in collaboration with Business user / project sponsor to define project objectives, expected business outcomes, and success criteria.
- Coordinating with cross-functional stakeholders and solution providers to define project scope, product requirements, and technical requirements; work with project sponsor to identify resource (budget, people, equipment etc.) requirements and availability.
- Preparation of, review and approval facilitation, and filing of, the project plans, project documentations, and other project artifacts.
- Facilitating the execution of multiple projects, lead the collaboration improvement efforts for internal and external teams, enforce project governance, and remove roadblocks towards project success.
- Consistently provide information on project progress, RAID log, and project cost control reports to relevant stakeholders to make effective, timely decisions.
- Manage third party relationships involved in the overall implementation project to include scheduling activities, tracking progress, and ensuring deliverables are thoroughly tested by business users and validated to be in-line with the envisaged outcomes.
- Facilitate project closure activities, work with users and process Leads to ensure documented processes, support model, and SLAs are in place; monitor project benefits for a defined timeframe and report progress to business users/ project sponsor.
- Contribute towards the understanding of market and liquidity risks arising from new initiatives (trades, products, activities) and recommend appropriate controls.
- Work closely with Project Manager to set priorities.
- Follow projects standards and guidelines as provided by the PMI's PMBOK & PMO office.

#### 2. FINANCIAL RESPONSIBILITIES

- Excellent communication skills, both verbal and written; ability to produce concise and effective reports, presentations; ability to communicate complex quantitative analysis results in a clear, precise, and actionable manner.

#### 3. INTERACTION WITH OTHERS

Internal: Owners of the projects, Management and all other stakeholders

External: Vendors

#### 4. EDUCATION, EXPERIENCE & SKILLS

- Minimum Bachelor's Degree preferably in Finance, Banking, Information Systems, Information Technology or any other related field.
- Project Management Professional (PMP) certification is a must, Master's Degree in Project Management is an added advantage.
- Demonstrated experience in project management lifecycles and software development lifecycles.
- Able to manage sensitive and confidential information.
- Proficiency in Microsoft Office applications such as Word, Excel, Outlook, MS Project, PowerPoint etc.

Please send your application to [hrrcruit@eximbank.co.tz](mailto:hrrcruit@eximbank.co.tz)

Application deadline:- 24th June 2022



Call 0800 780 111 or visit [www.eximbank.co.tz](http://www.eximbank.co.tz)



**Job Title:** Branch Manager  
**Department:** Retail Banking  
**Reporting to:** Cluster Head  
**Responsible for:** All Branch Staff  
**Region:** Dar es Salaam  
**Branch:** Kariakoo



**Hours of Work:** 8:00am - 8:00pm Monday to Friday,  
Saturday 8:00am - 4:00pm.  
Additional hours as required  
by workload

#### 1. PURPOSE OF JOB:

To meet branch Retail and SME Financial Targets through a World class Sales and Service Management system and within established product programs through the branch.

#### 2. PRINCIPLE ACCOUNTABILITIES

- Accountable for all aspects of running a successful branch, delivering great business performance and leading and motivating a team that provides the best customer experience in your area.
- Primary responsibility will be to drive business (CASA and Fee Growth) product sales and Customer Service with oversight on branch operations, compliance and control.
- Understand your customer base and identify opportunities to build and grow profitable Relationships.
- Acquire new customers and retain and grow your relationships with existing customers.
- Responsible for the operational efficiency of the branch and productivity of its staff.
- Responsible for the operation and maintenance of the integrated systems, and retention of accurate and up to date records of all transactions including inter-bank transactions.
- Prepare periodic and statutory reports for management.
- Have a good understanding of branch control procedures with specific focus on financial security.
- Provide a superior level of customer relations and promote the service culture through coaching, Guidance and staff motivation.
- Perform other duties in the absence of the MCSOP / Ops Manager as directed by the Cluster Head.

#### 2.1 FINANCIAL RESPONSIBILITIES

- Manage your resources effectively and within budget.

#### 2.2 INTERACTION WITH OTHERS

**Internal:** Regular contact with the CEO, CFO, Head of Retail, Head of Liability, Cluster Heads and other Managers.

**External:** Regular interaction with customers, clients and progress meetings with management.

#### 3. QUALIFICATIONS AND EXPERIENCE REQUIRED

- Minimum of university degree in Business Administration or Economics and relevant professional qualifications in banking, finance or marketing.
- At least 5 years banking experience, 3 years of which should be in a managerial role with an exposure to sales/Business development.
- Good leadership, people management and banking skills.
- Knowledge of relevant legislation, sales and business principles.

Please send your application to [hrrecruit@eximbank.co.tz](mailto:hrrecruit@eximbank.co.tz)

Application deadline:- 17th June 2022



Call 0800 780 111 or visit [www.eximbank.co.tz](http://www.eximbank.co.tz)

