



## 1. JOB TITLE: HR Business Partner (1 Position(s))

### **Job Location :**

Head Office

### **Job Purpose:**

To align business objectives with employees and management in designated business units. The position serves as a consultant to management on HR related issues.

### **Main Responsibilities:**

- Maintain an effective level of business literacy about the zone's financial position, midterm plans, its culture and competition
- Partner with business to develop workforce planning and strategies
- Provide guidance to business leaders in interpretation and execution of people agenda
- Identification and Monitoring of talents and management of succession planning
- Formulate partnership across HR functions to deliver value added services to management and employees that reflects the business objectives of the organization
- Provides day-to-day performance guidance to Line Management (e.g. coaching, counselling, career development, disciplinary actions etc.)
- Work closely with zonal management and employees to improve work relationships, build morale, increase productivity and retention
- Monitor quality and compliance on the performance management process as well as ensuring performance culture is instilled among employees.
- Support Line managers in identifying Training needs for respective business units and ensure implementation of training framework.
- Initiating and proactively advising HR policy changes basing on business needs
- Be a change lead, through advising and challenging stakeholders with respect to organizational changes and ensure they have the right methodologies and tools
- Ensure HR processes within the operating model function effectively as well as making sure HR services are up to date and aligned with the wishes of the business.
- Provide HR policy guidance, interpretation and monitor its compliance

- Handle staff grievances and initiate disciplinary procedures where necessary.

**Knowledge and Skills:**

- Business acumen
- HR expertise (Knowledge in multiple HR disciplines)
- Change management skills.
- Relationship management
- Analytical skills
- Excellent communication skills in both English and Swahili
- Computer skills - proficient in outlook, word, excel and power point
- Leadership and people management skills (Coaching, mentorship)

**Qualifications and Experience:**

- Bachelor's Degree or equivalent in Human Resources, Social Science or any other related field.
- Master's degree /HR Certification is an added advantage
- Minimum of 4 - 5 Years' experience in Human resources including HR Business Partnering.
- 2 years' experience in banking or financial institutions is preferred.

NMB Bank Plc is committed to creating a diverse environment and is proud to be an equal opportunity employer

**Job opening date :** 22-Aug-2022

**Job closing date :** 07-Sep-2022

## 2. JOB TITLE: Relationship Manager; Mass Affluent (Acquisition) (1 Position(s))

**Job Location :**

Head Office

**Job Purpose:**

To create new and manage existing relationships effectively to facilitate the growth of Affluent and Mass Affluent Liability and Asset portfolio within Private Banking.

**Main Responsibilities:**

- Grow the Affluent and Mass Affluent Customer proposition through a focused market segment approach by creating effective relationships that maximize revenues and Asset growth.
- Establish relationships with key Corporations to offer them financial solutions.
- Support in the launch of products, sales strategy, and campaigns to key segments for profitable and quality business.
- Grow Affluent and Mass Affluent portfolio through Scheme & Non-Scheme Lending
- Exploit the existing customer relationships to create new profitable business opportunities.

- Develop and manage strategic alliances and other third party introductory new business services.
- Source potential organizations and recommend their inclusion in the approved company list
- Advise the business on companies which exhibit high risk policies and practices
- Understand market trends and forecast needs for products and services and deliver on time.
- Work closely with other functions to generate sales leads.
- Work closely with Wholesale Banking/Business Banking Relationship Managers in building relationships with companies
- Generate referrals and Market Intelligence from Wholesale Banking/Business Banking
- Support Client Acquisitions and relationships to achieve Retail objectives for Products (Liability & Asset sales) and Digital channel enrolment.
- Support the campaign concept and analyze campaign findings against proposals.
- Work with Product Managers in the development and execution of initiatives for the acquisition, retention, and growth of target customer base for liabilities & Assets.

#### **Knowledge and Skills:**

- Thorough knowledge of bank products, operations, regulations, and specific markets for Private banking clients
- In-depth knowledge of products, services, and delivery channels available to various companies
- Strong analytical, problem-solving skills, decision making and financial management skills.
- Ability to identify need for change and to drive the desired changes, adaptable and flexible in anticipating and realizing marketing opportunities.
- Excellent interpersonal and networking skills, internally and externally.
- Excellent writing and presentation skills.
- Ability to develop and implement MIS

#### **Qualifications and Experience:**

- Bachelor's degree or its equivalent in business related studies
- At least 3 years' experience in handling private scheme recruitment in financial services.
- Experience in Sales or Relationship management.
- Experience in project management is desirable.
- Experience in business credit and trade services is essential.

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**Job opening date :** 25-Aug-2022

**Job closing date :** 08-Sep-2022

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