



1. JOB TITLE: Marketing Manager Creative (1 Position(s))

Job Location : Head Office, Hq

Job Purpose:

Oversee and lead the Creative Unit in the conceptualization and implementation of creative design solutions that meet the bank's business and marketing strategies from communication design, interactive design, campaign concepts, and production completion and delivery.

Main Responsibilities:

- Conceive and develop effective ideas and visual communication concepts for above and below-the-line advertising in line with the Branding and Marketing strategy.
- Develop still graphics, motion graphics, illustrations, infographics, radio, TVC, social media, and digital creatives content for campaigns and other initiatives to achieve top-of-mind awareness and brand saliency score across all media.
- Interpret business needs and develop creative branding and marketing concepts of various elements not limited to advertising to suit specific initiatives while working within the budget available.
- Maintain and uphold brand consistency throughout all creative projects.
- Oversee all creative projects, from conception to delivery, observing deadlines and liaising with stakeholders to keep them informed on the job status.
- Lead, manage, and oversee the Creative Unit in graphics design, art direction, motion graphics, interactive design, UX/UI design, scripting/copywriting, and other related creative disciplines ensuring deliverables are of high quality.
- Manage the Creative Studio (photography & audio-visual) and maintain the media center.
- Conduct focus group research, to test concepts, gather, and analyze customer insights for ideation, iteration, and proper Marketing campaign execution.
- Ensure all final creative works are appealing, on-brand, and in compliant with applicable laws.
- Present concept and design work at various stages to stakeholders for review and final approval.

- Interface and manage various external vendors supporting the conceptualization, development, and execution of creative projects.
- Stay up to date with industry trends, developments, and tools.

Knowledge and Skills:

- Brand development and multichannel marketing concepts
- Proficiency with design software eg. Adobe XD, Photoshop, InDesign, Illustrator, Premier Pro, After effects etc.
- Understanding of multimedia/video production and UX/UI design
- Core knowledge about marketing-related subjects such as marketing strategy, market research, market mix, etc.
- Creative and innovative mind with an artistic flair
- Attention to visual details.
- Leadership skills
- Ability to meet deadlines and work well under pressure.
- Team Player
- Presentation skills
- Brand Management
- Design thinking skills

Qualifications and Experience:

- Bachelor's degree or its equivalent in Arts, Marketing, Advertising, Graphic Design, or related fields of studies.
- A minimum of 5 years' experience in Creative Design, preferably in banking, advertising agency or media house.

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Female candidates and people living with disabilities are strongly encouraged to apply for this position.*

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Experience : 5.0 Year(s)

Job opening date : 04-Sep-2023

Job closing date : 18-Sep-2023

2. JOB TITLE: Trade Operations Officer (1 Position(s))

Job Location : Head Office, Hq

Job Purpose:

To process / check various trade transactions for customers efficiently and accurately, in accordance with the applicable procedures, rules and policies, agreed service standards and operational instructions laid down by the bank.

Main Responsibilities:

- Administration of all operational aspects of trade finance products such as Letters of Credit, Trade Loans, Guarantees and Documentary Collections.
- Register and process all incoming documents, Letters of Credit, Guarantees, Documentary Collection, and Invoice Financing, Post Import Loans which are received from the branches and other departments and or through DHL/EMS.
- Assist the resolution of corporate customers' queries and concerns, as well as liaising with Sales Team/Business Team to deliver a superior client service experience.
- Develop and maintain a clear and logical filing system.
- Create SWIFT messages accurately and promptly.
- Monitor suspense accounts for any pending entries relating to the department
- Ensure all outgoing/incoming Letters of Credit, Guarantees, and payment orders from customers or matured Post-Import Loan, Letters of Credit Drawings have been posted/paid/released on time
- Create/verify all instructions (either Documentary collection, Trade Loans, Letters of Credit or Guarantees) received from Branches, DHL, and or other Departments.
- Check documents received for disbursement/reimbursement.
- Develop the knowledge and compliance of rules and procedures with regards to country sanctions and money laundering and report any suspicious transactions
- Ensure all internal requirements are met prior to closing of the transactions as per the internal policies and procedures including collateral.
- Close out all exceptions raised by either internal auditors or external auditors.
- Support other colleagues that are transacting with the other bank's such as (SWIFT) and maintain good banking relationships.
- Adhere to the agreed Key Control Standard Assessment (KCSA) Plans and approach as advised by the Senior Manager.

Knowledge and Skills:

- Business understanding of International Banking Operations
- Knowledge on Import Letter of Credit Processing, Import Loan Processing, and Documentary Collection Processing, risks participation is an added advantage.
- Trade Finance operations skills,
- A Strong understanding of operational risk specifically in Trade Finance Products.
- Team player
- Good communication and organizational skills.

Qualifications and Experience:

- Undergraduate degree in Commerce, Economics or equivalent
- 3 years in Banking Operations, 2 years' experience in Trade Operations.
- Experience in dealing with Trade customers will be an added advantage.
- Good understanding of International banking practices UCP 600, URC725, ISP98 and URDG.
- Sound knowledge of Trade Finance operations and documentation.
- Certificate in International Trade and Finance (CITF) is an Added Advantage.

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Only shortlisted candidates will be contacted

Job opening date : 04-Sep-2023

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3. JOB TITLE: Treasury Dealer (1 Position(s))

Job Location : Head Office, Hq

Job Purpose:

- To optimally grow Foreign Exchange (FX) and Fixed Income revenues of the bank through;
 - Providing professional treasury services to our Retail Banking customers to increase FX and Fixed Income revenues.
 - Recruiting new to bank SME and Consumer Banking (Personal & Private Banking) customers who can generate FX and FI revenues for the Bank.

Main Responsibilities:

- Conduct dealing in line with the laid down policies and procedures in order to drive foreign exchange sales volumes and income within the respective portfolios.
- Ensure fair and objective competitive rates pricing in line with the code of conduct and Financial Consumer Protection regulations.
- Assist the Senior Dealer in implementing sales plans to ensure that revenue targets are achieved.

- Come up with innovative sales initiatives that are cross functional and work with relevant stakeholders in the bank to implement.
- Approach and build healthy relationships with customers to become the preferred point of contact in Treasury by branches and the Retail Banking team for customer base growth and new acquisitions.
- Plan joint visits with respective Relationship Managers in Retail banking and Branch Managers in branches to ensure cross selling of the bank's products and customer entertainment.
- Engage the branch network on a daily basis to assist in approaching and pricing customers.
- Market all new foreign exchange and fixed income products to customers in line with market opportunities.
- Keep abreast of the latest trends in the foreign exchange markets and advise the branch network and customers.
- Service and call on existing & potential customers on an ongoing basis to obtain further business and ensure high level of customer satisfaction.
- Enhance the Bank's reputation in both local and Global markets through demonstrating a high level of professionalism and Ethics while developing mutual beneficial working relationships with our customers.
- Keep up to date with and be responsive to trends affecting customer's business that may give birth to new opportunities.
- Create, maintain, and track records of customers and be aware of their needs and currency exposure to be able to advise them accordingly.
- Fully assess FX profitability of the bank weekly, monthly and on a quarterly basis against the set objectives.
- Forecast revenues from NMB investments in various structured products.
- Plan, co-ordinate, and monitor (track) FX products performance through different bank's touch points on an ongoing basis and share reports with relevant stakeholders for prompt decision making.
- Conduct market intelligence for timely decision making and advise to customers.
- Ensure controls and compliance with procedures that meet the bank's policies, procedures and standards as set in the Treasury Operating Manual.
- Ensure compliance and adherence to BOT issued circulars and regulations.
- Provide accurate and timely product service to relevant desks (Retail, Branch, Trade Finance etc.) to meet customer needs at competitive prices.
- Run a competitor pricing analysis on daily basis to ensure that NMB's pricing is relevant and optimal based on location of our branches.
- Provide feedback to Retail teams on clients changing needs to ensure that NMB's product offering are current and relevant.
- Ensure prudent & smooth operational processing of customer's transactions at Head Office.
- Provide quality and up-to-date market information to Retail teams as part of education and promotion of FX products.
- Actively participate in joint sales calls/visit with Business Banking RMs to promote FX products to customers.
- Provide regular product training to all RMs and Branch staff.
- Work with the Business Banking team to implement Account Plans and other performance tools that aid cross selling.

Knowledge and Skills:

- Business understanding of regulatory requirements, Risk management, and Treasury risk management skills.
- NMB operational manuals and regulations, circulars, BOT guidelines, BOT compliance manuals, financial management, Business modeling, Scenario planning, Business of banking, banking law, PC literacy as it applies to analysis and data modelling
- Building partnerships, Communication, Contributing to Team Success, Decision-making, Facilitating Change, Managing Work, Negotiation, Planning and organizing, and Risk orientation.

Qualifications and Experience:

- Bachelor's degree or its equivalent in Business Administration, Banking, Accounting, Economics, Finance, or related fields of studies.
- ACI dealing certification is required.
- At least 4 years of experience in treasury functions in a financial institution, with exposure to bank operations and financial markets.

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Experience : 4.0 Year(s)

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