



Mwanga Hakika Bank Limited (MHB) is a fully-fledged Commercial Bank and 100% owned by local Tanzanians. We have exciting opportunities for enthusiastic and committed individuals to join our dynamic and growing team in the following open vacancies:

JOB DESCRIPTION – TREASURY DEALER (MHB HQ)

JOB PURPOSE

The Treasury Dealer is responsible for overseeing the Liquidity and cash flows, Trading activities as well as investment activities with the view of optimizing both Treasury revenues and expenses in line with the set targets of Treasury Unit.

SUMMARY OF THE KEY DUTIES AND RESPONSIBILITIES

- Management of daily liquidity position of the bank;
- Maintain the bank's investment portfolio accounting system;
- Investing excess cash balances to maximize returns.
- Perform fundamental analysis to evaluate the creditworthiness of each issuer and assess relative value.
- Ensure all trading activities are done in strict compliance to the laid down policies/operating manuals to ensure high level of compliance.
- Maintaining relationships with other functional departments and units.
- Optimization of Interbank borrowing and lending.
- Quote deposit and takings rates to institutional clients.
- Responsible for the preparation of relevant reports and analysis e.g. Market Analysis, Daily Liquidity, monthly liquidity analysis, cash flows report and business reports.
- Deepen the bank's interbank trading and explore other profitable trading opportunities.
- Conduct regular analysis on current trends in the markets for management review
- Responsible for Investment in Government securities (Treasury bills and Bonds).
- Assist in development of new product and implementation of selected product.
- Promoting the bank's interbank forex trading.
- Coordinating and preparing monthly ALCO reports.
- Monitor bureau-de-change (FX Retail) business of branches and devise strategies to boost this line of business.
- Any other task as assigned by the Reporting Officer.

KEY COMPETENCIES REQUIRED AND ACADEMIC BACKGROUND

(Knowledge, skills, qualifications, and experience required for a satisfactory job performance)

A: Required Qualifications

- Bachelor's degree in Banking and Finance, or any other relevant fields.
- ACI dealing Certification.
- Knowledge and experience of treasury management including managing complex loan portfolios, derivative arrangements, liquidity and cash flow forecasting and techniques for analysis of funding and hedging.

B: Required Experience:

- Minimum of 2 to 3 years of experience in Treasury dealing.

C: Required knowledge and skills

- Strong business acumen
- Excellent leadership skills
- High attention to detail
- High level of organization
- Ability to work under pressure.
- Knowledge of cash management principles
- Knowledge of banking systems and processes
- Good communication and interpersonal skills
- Analytical skills
- Show good timekeeping.

JOB DESCRIPTION – MARKETING & PUBLIC RELATIONS (PR) MANAGER (MHB HQ)

JOB PURPOSE

The Marketing & PR Manager is primarily responsible to develop and implement marketing initiatives, brand awareness, Bank's brand identity. Manage internal and external events and public relations function within MHB.

SUMMARY OF THE KEY DUTIES AND RESPONSIBILITIES

- Provide effective and efficient day-to-day leadership and management to the Marketing Unit.
- Ensure timely delivery of all Bank activities, Product campaign and below the line materials to the Branches, HQ and the customers.
- Ensure the portrayal of a good public image for MHB by overseeing the development and implementation of creative strategies, materials and services in the area of marketing, communications and public relations that contribute to the financial success of MHB.
- Prepare and manage strategic marketing plans and budgets based on knowledge of organizational objectives and market characteristics by monitoring and analyzing market trends.
- Build community and media relationships and represent MHB at community projects / functions.
- Assess the brand standards in the branches, report findings and recommend improvements.
- Draft and distribute interesting and effective press releases, prepare information for media kits and supervise the development of MHB internet web and social media pages.
- Develop and maintain the MHB brand, which includes the use of logos and signage within policies and guidelines.
- Manage special events (internal and external) such as sponsorships, new product launches or other activities MHB.
- Assess the brand standards in Branches and ensure adherence to brand guidelines in place on the outlook, layout as per MHB standards.
- Support Senior Management with internal communications, monthly reports on events, social media pages and sponsorship status.
- Work with Procurement and Finance Department to ensure value for money for each purchase done.
- Provide input to the Product Development Committee in determining the needs of targeted customers in order to create new products and services.
- Identify trends and insights, plans and direct marketing campaigns via social media.
- Follow best practices for social media marketing on different platforms.
- Conduct regular audits for social media and website marketing performance.

- Ensure that MHB Website is maintained up-to-date and take regular actions to improve presentation/ content of the MHB Website.
- Ensure that all marketing material including road signage, stickers, branch sign board, name tags, Gazebo's, bank name signage at branch offices is attractive and has not faded out with time.
- Any other task as assigned by the Reporting Officer.

Other tasks and responsibilities that will enable the fulfillment of the above noted responsibilities include:

- Directing the training, hiring and performance evaluation of Department staff and supervising their day-to-day activities.
- Conducting commercial and economic surveys to identify prospective markets for products and services.
- Initiating market research and analyzing and reporting findings and recommendations.
- Extensive consultation to gain insight with regard to the expected types of products and services that are in demand.
- Supporting the preparation of annual reports and corporate profiles.
- Creating and ensuring the quality and creativity of all outgoing advertising and marketing materials.
- Conceptualizing and producing an internal employee newsletter.
- Continuously keeping updated on market changes as it relates to the financial industry.
- Assisting with the development of action plans to ensure marketing, communication and business development strategies are implemented.
- Ensuring MHB's website is regularly updated and tracking the website traffic flow and implement and analyse performance metrics.
- Working closely with appropriate MHB staff for the procurement and the selection of external marketing and communications service providers;

KEY COMPETENCIES REQUIRED AND ACADEMIC BACKGROUND

A: Required Qualifications

- Good practical knowledge of marketing & communication objectives and principles as performed in the financial services sector.
- Bachelor's degree in Marketing, Communications, Public Relations, or Journalism.
- Creativity with a background in the liberal arts is desired.

B: Required Experience:

- Minimum of 3 to 5 years related middle management experience preferably in a financial institution.



C: Required knowledge and skills

- Attention to detail with ability to prioritize, work under tight deadlines and deliver quality results.
- Strong leadership and management skills.
- Strong analytical, excellent written /verbal communication, interpersonal, and relationship building skills.
- Strong computer skills (Adobe Design Standard, Word, Excel, Power Point, web design and maintenance, etc.)
- Strong networking and problem-solving skills
- Excellent communication and organizational skills (both written and spoken) in English and Swahili. Skills Good communication and presentation skills.
- Share valuable and understandable information on products and services.



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JOB DESCRIPTION – SENIOR OFFICER – INNOVATION (MHB HQ)

JOB PURPOSE

Senior Officer - Innovation will work collaboratively to identify, develop, and deploy innovative technology ideas within the bank and ensure that the bank gain competitive advantage in the market. The Innovation Officer will need to study the market, improve existing processes, products and services offered to customers to drive digital transformation and innovate. To, enhancing operational efficiency, and delivering cutting-edge solutions that empower teams, delight customers, and propel sustainable growth in a rapidly evolving digital landscape.

The position is accountable for blending technology with business practices through innovating, designing, developing, deploying, configuring, maintaining, and monitoring all software and interfaces to ensure smooth operations of the bank.

SUMMARY OF THE KEY DUTIES AND RESPONSIBILITIES

- Discover, identify, and evaluate innovative ideas and opportunities that will include observing, analyzing, and evaluating new trends, technologies, and market developments relevant to the company.
- Creation of new business models, products, services, and business processes.
- Championing, organizing, systematic planning and implementation of innovative products, processes, and ideas.
- Responsible for the improvement of processes and automation for efficiency, and customer service excellence.
- Own innovative products development initiatives and projects geared towards improving the digital services and digital customer experience.
- Champion for all digital products innovation and implementation to ensure completion of the projects.
- Plays a key role during software development process while providing technical expertise.
- Efficiently guides customers and colleagues on digital products life cycle from launch to monitoring performance through collecting user feedback, addressing issues, and continuously enhancing features to improve customer satisfaction.
- Lead market research, data analysis, reports and trends covering competitors, customers, regulators, and partners to continuously come up with new and improved products for the bank.
- Prepare proposals and business requirements documents for development of new digital products and upgrade the customer experience through exciting products.

- Drive cost and revenue performance, prepare cost benefit analysis, product performance reports and take initiatives to reduce costs meanwhile increasing revenue.
- Identify opportunities for process improvement and automation, leveraging technology.
- Collaborate with cross-functional teams to develop innovative solutions that enhance productivity and effectiveness.
- Monitor industry trends and emerging technologies to identify opportunities for innovation and competitive advantage.
- Any other task assigned by the Reporting Officer.

KEY COMPETENCIES REQUIRED AND ACADEMIC BACKGROUND

A: Required Qualifications

- Bachelor's degree or its equivalent in Computer Science, Information Technology, or Computer Engineering from a recognized university.
- Proficiency in popular programming languages including Python, Java, C++ and PHP and frameworks or systems such as Angular JS, Django, Laravel and Git.
- Excellent knowledge of software development, life cycle and OOP.
- Certification in Oracle or MS SQL Server database is an added advantage.
- Competency and good understanding in SQL or PL/SQL scripting.
- Project management certifications such as CAPM, PMP or PRINCE2 will be an added advantage.

B: Required Experience

- Minimum of 3 years' experience in Innovative space in Banking/Financial Institutions or Telecom Company.

C: Required knowledge and skills

- Attention to detail with ability to prioritize, work under tight deadlines and deliver quality results.
- High levels of integrity, strong leadership, self-driven and management skills.
- Strong analytical, interpersonal, and relationship building skills.
- Strong computer skills (Adobe Design Standard, Word, Excel, Power Point, web design and maintenance etc.).
- Strong networking and problem-solving skills.
- Excellent communication and organizational skills (both written and spoken) in English and Swahili. Skills Good communication and presentation skills.
- Concern for quality and goal-oriented skills.
- Flexibility and ability to coach, mentor and develop others.

Interested candidates are requested to submit their applications to career@mhbbank.co.tz. The deadline for application is **May 31st, 2024**. Only shortlisted candidates will be contacted.