



1. JOB TITLE: Head of Trading

Remote type: Hybrid

Locations: Head Office NBC

Job requisition id: R-15964737

NBC is the oldest serving bank in Tanzania with over five decades of experience. We offer a range of retail, business, corporate and investment banking, wealth management products and services.

Job Summary

To be accountable for the Trading and related functions, focusing on executing all FX, FI, Rates Other, XVA and Credit trading, as may be relevant, whilst achieving income and business unit growth objectives.

Ensuring the traders undertake the following:

1. The generation of trading income with the objective of achieving income and business unit growth objectives.
2. The provision of pricing to the interbank market and to the sales dealers.
3. Ensuring that that all risks are managed under the respective portfolios according to the dealing mandate and the respective policies and procedures (adherence to market risk limits, credit risk limits, tenor limits, etc).
3. Implement annual trading strategy and develop local trading business

Job Description

KEY RESPONSIBILITIES AND DELIVERABLES

TRADING - 70%

Key actions include:

- Developing and executing trading strategies in line with the NBC Markets strategy, the ARO Markets strategy, and the trading mandates
- Approving the execution of trading strategies
- Anticipating market developments and identifying trade opportunities with risk-adjusted superior returns
- Ensuring that the daily transactions and trading activities conform to the set business unit goals and objectives
- Working closely with the Africa trading desk and Africa Sales to support the roll out of new products and asset classes
- Reviewing and evaluating the performance of individual traders based on business development, income, relationships with counterparties and the Regulator, and efforts in growing the trading franchise
- Keeping up to date with market intelligence and market movements and regularly updating the Head of Markets, the sales team, the Balance Sheet Management team and the broader Treasury & Markets team
- Generating a daily flash P&L by the cut-off time as advised by the policies, standards and guidelines
- Establishing excellent working relationships with bank counterparties and the Regulator (as is appropriate)

RISK MANAGEMENT - 20%

Key actions Include:

- Driving the annual planning and review of trading budget
- Giving input on and approving dealer mandates for further approval by the Head of Treasury & Markets prior to submission to risk
- Reviewing daily risk and P&L reports
- Ensuring adherence to limits – both internal and external as well as compliance with all Regulations, Policies and Standards

PERSONAL AND TEAM DEVELOPMENT - 10%

Key actions to include:

- Actively managing one's own and the team's technical and soft skills development

- Researching, identifying and proposing training solutions to senior management for one's own and for the team's development

KEY QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential:

- 3-5 years' worth of related experience
- ACI Dealing Certificate or Equivalent
- Trading experience
- Market Making experience

Preferred:

- Management experience
- In-depth trading knowledge / experience of Rates, FX & RMP products
- ACSI

Qualifications

Analytical Thinking - Advanced (Meets all of the requirements), Bachelor's Degrees and Advanced Diplomas - Business, Commerce and Management Studies, Decisiveness (Meets all of the requirements), Digital familiarity (Meets all of the requirements), Entrepreneurial thinking (Meets all of the requirements), Experience in a similar environment at management level, Investment Management (Meets all of the requirements), Openness to change (Meets some of the requirements and would need further development)

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2. JOB TITLE: Manager Compliance Monitoring & Testing

Locations: Head Office NBC

Job requisition id: R-15964648

NBC is the oldest serving bank in Tanzania with over five decades of experience. We offer a range of retail, business, corporate and investment banking, wealth management products and services.

Job Summary

Plan, execute and manage monitoring and testing assignments in accordance with the NBC Compliance Monitoring plan, M&T Review Methodology and relevant policies, procedures and quality standards. He is responsible for the quality of monitoring activities to ensure NBC adherence to external and internal regulations and policies.

Job Description

Key Accountabilities

Functional Management and Business Coordination (Weighting 80%)

- To plan, coordinate and finalize monitoring reviews in line with the M&T Review Methodology.
- To enable distribution of the Announcement Memo on completion of the planning phase.
- To conduct opening meetings physically or by means of teleconferences to communicate purpose, objectives & approach to line management on first day of each review.
- Develop testing strategies for key controls within the business in order to adequately mitigate the risks by confirming that the testing strategies address the control.
- Execute tests to assess the Design Effectiveness (DEA) and, Operational Effectiveness (OET) of the controls in place or Outcome Testing (OT) to ensure compliance with relevant regulatory and policy requirements, in line with Compliance M&T methodology and ensure working papers are of high quality.
- Engage with Head of Monitoring & Testing on an ongoing basis during the review assignments for necessary guidance or interventions.
- Ensure timely submission of the working papers to enable the Head of Monitoring and Testing timely review and provision of effective feedback on the testing work performed.
- Engage with stakeholders on progress of the monitoring activities so that they are aware of issues identified timely and are aware of the progress of the monitoring assignment.

- Raise findings as early as possible so that issues identified can be discussed with management to confirm the assessment and agree actions with stakeholders prior to completion of fieldwork and write concise, accurate reports so that stakeholders understand the testing scope of the assignment and the testing conclusions reached.
- Review management action plans to confirm that the identified risks will be mitigated.
- Ensure high quality, timely and consistent delivery of all Monitoring deliverables (e.g. working papers, reports etc.)
- Track and monitor findings on an ongoing basis and provide accurate and complete Management Information.
- Embrace Combined Assurance model through cooperation with Internal Audit, Operational Risk and other assurance providers to ensure that there is no duplication of efforts/works.
- Socialise and champion the Annual Monitoring Plan through Combined Assurance as well as communicate the results of Monitoring reviews and enforce remediation as necessary, enhancing the compliance culture.
- Give your proposals to the Head of Monitoring & Testing on innovative ways to improve the oversight provided to business so that efficiency and effective monitoring can be achieved.
- Keep up to date on regulatory-related issues across a range of topics by awareness of current regulatory changes, training sessions.
- Be aware of changes to business and their plans to ensure appropriate mapping of Monitoring activities through discussions with management and other assurance providers so that monitoring activities can be planned.
- Assist Head of Monitoring and Testing to own, build and manage relationship with key stakeholders (both internal and external to ensure that they are made- and remain-aware of the value-added by the Monitoring function and its activities.
- To maintain and embed a high level of professionalism in all interactions with business and colleagues in terms of verbal and written communication with minimum negative feedback received from business and by responding professionally and promptly to written communications with business stakeholders and Personal appearance by adhering to required corporate dress code, operating within acceptable/formal business norms during meetings.

- Follow up with business/action owners to ensure that agreed actions are effectively and timely remediated and no actions/issue goes overdue.
- Perform action and issue validations and communicate issue closure notifications timely and in line with the methodology.
- Embedment of audit bond systems/ORMS and any other systems during reviews and issue management.
- To display/adhere to NBC Values in all activities with no negative comments in this regard.
- Ensure satisfactory service delivery while executing all monitoring assignments.

Reporting (Weighting 20%)

- Ensure effective, accurate and robust reporting and MI is maintained for Monitoring & Testing to meet the needs and expectation of various stakeholders
- Keep Head of Monitoring & Testing & Colleagues informed on NBC's policies and regulations during monitoring activities which may pose financial and reputational risk to the business.
- Periodic reports to the Head of Monitoring and Testing on the results of the Monitoring reviews.

Education and Experience Required

- Bachelor's degree in a Commercial, Accountancy, Law, Audit or equivalent
- Proficient in MS Office (Word, Excel, PowerPoint and Outlook) and the Internet

Knowledge & Skills

- Good communication skills
- Ability to influence senior management
- Work with minimum supervision
- Engagements with senior staff
- Analytical and presentation skills
- Proficient in MS Office (Word, Excel, PowerPoint and Outlook) and the Internet
- Strength of Character and Credibility

- Ability to challenge, independently and constructively, senior management, peers or other staff where appropriate
- Ability to influence senior management
- Ability to make a real contribution in a rapidly changing environment and thrive on change and the need to learn rapidly.
- Good coordination skills
- Adapting to change
- Writing and reporting
- Persuading and influencing
- Analytical and Presentation skills

Qualifications

Bachelor`s Degrees and Advanced Diplomas - Business, Commerce and Management Studies, Compliance Advisory & Interpretation (Meets some of the requirements and would need further development), Compliance Experience, Digital familiarity (Meets some of the requirements and would need further development), Ethics and values (Meets all of the requirements), Openness to change (Meets some of the requirements and would need further development), Reasoning (Meets all of the requirements)

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