



1. JOB TITLE: Head; Trade Finance Operations (1 Position(s))

Job Location : Head Office, Hq

Job Purpose:

Responsible for overall operational performance, service quality, compliance and control environment of the Trade Operations unit by leading the team to ensure efficient delivery of targeted results across dimensions of service delivery and process control responsibilities.

Main Responsibilities:

Strategic Focus

- Oversee, coordinate, direct, and give guidance to the department and bank on all Trade Finance operational activities.
- Support Chief Shared Services on all strategic issues related to Trade Finance Operations.
- Lead Trade Operations team by building, empowering and providing operational skills required to sustain the current and future growth of NMB Bank.
- Lead trade operations business activities to improve efficiency and control standards across the network.
- Participate in the preparation and implementation of the Bank's periodic reviews of the strategic plan.
- Monitor network operational standards through system reports, internal and external audit reports and follow up rectification process of all high/medium risk issues in liaison with Chief Shared Services.
- Provide professional direction/advice on all trade finance related matters within the unit/Bank.
- Provide direction and solid input to the development and implementation of the key snap checks focusing on sensitive performance operational areas for all branch network and play a major role in identifying key operational control weaknesses of the Core Banking System and give direction on the best way forward to achieving required controls.
- Create a mechanism to receive Voice of Customers and timely address issues raised and ensure improvement on NPS score.

Leadership and People Management Focus

- Work closely with other Head Office heads in identifying areas of improvement in the current products, processes and services and recommending appropriate solutions to minimize risks.
- Work closely with the Chief of Shared Services and Head Office departmental Heads, Zone Managers and Branch Managers in streamlining the Trade Finance Operational functions and recommending beneficial operational changes from time to time.
- Be a role model in all aspects to the direct reports and other team members within the Bank.
- Create an empowering environment for the various teams in Operations department encouraging ownership, initiative, and accountability.
- Implement the banks performance management directives.
- Ensure stakeholders are informed of any new developments on trade finance products that might affect the business.
- Build, develop and lead "Winning Teams" through good guidance, training and empowerment.
- Ensure full compliance, provide oversight as well as monitor the implementation of various consumer protection requirements across business area/unit.
- Lead and manage the Trade Operations team by providing support on relevant banking products and services, ensuring efficient transaction servicing for trade products.

Operations Focus

- Monitor and assess the Trade Business Operations by reviewing daily exception reports and discussing significant matters with the stakeholders.
- Evaluate existing as well as new products/ services and provide recommendations on ways to improve the effectiveness/ efficiency of the transactions related to the same.
- Proactively identify and report any risk event in the RCC report.
- Advise business partners in identifying other business opportunities through developing innovative and customized solutions with regards to trade financing services and operations.
- Evaluate existing as well as new products/ services and provide recommendations on ways to improve the effectiveness/ efficiency of the transactions related to the same.
- Provide professional direction/advice on all trade finance related matters within the unit and the Bank.
- Work closely with Internal Audit /Compliance/Operational Risk units to identify and agree on the key risk parameters for consideration during audit planning, ensure the monitoring and resolution within agreed timeframe and adequately addressed.
- Ensure that all processed transactions are reviewed prior to release.
- Represent the bank on Trade operational issues at internal/ external forums and be a role model in representing the bank's good image.
- Oversee the Clearing activities of the Bank in liaison with the BOT and be a key player in coordinating and managing all BOT trade operations related issues with NMB bank.

Risk Control, Compliance and Efficiency

- Coaching and guiding subordinates on compliance, risk controls and efficiency.
- Ensure compliance with international requirements, regulatory requirements, efficient processes for customer transactions, and effective process management.

Knowledge and Skills:

- A deep understanding of global trade compliance operations practices and procedures is essential.
- Business understanding and a strong background in bank Trade Operations in all products and services gained from a reputable bank or banks.

- Understanding of Trade Finance products and their operation, working with correspondent banks, Anti-money laundering laws, policies and procedures.
- Ability to communicate with Management and provide recommendations of critical issues related to Trade Operations.
- Broad knowledge of all aspects of Risk, Credit, Regulatory & Legal relevant to Trade Finance products & solutions.
- Understanding of evolution in technologies used by Trade Operations
- Analytical, Strategic thinking skills
- Leadership, communication and decision-making skills.
- Visionary thinker

Qualifications and Experience:

- Degree in Business/ Finance/ Economics/ Accounting or any other related field.
- Certificate in International Trade and Finance (CITF).
- Certificate for Documentary Credit Specialists (CDCS).
- MBA is an added advantage.
- Advanced computer skills- is highly recommended.
- At least 10 years working experience in banking of which five years spent in Trade Operations and in senior managerial positions in a reputable bank or Financial Institution.

NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce.

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.

Job opening date : 18-Jun-2024

Job closing date : 02-Jul-2024

2. JOB TITLE: Senior Manager Finance & Control (1 Position(s))

Job Location : Head Office

Job Purpose:

Responsible for accurate recording and reporting of financial transactions, Cost analysis, budgeting, budgetary control and efficiency and effectiveness in payment process.

Main Responsibilities:

- Manage accounting operations including general management, accounts payable, accounts receivable, Cost analysis and month/year end process.
- Control financial resources to ensure all financial transactions, systems and procedures comply with local and international regulations, accounting principles, and standards.

- Manage a system of accounts in order to ensure accurate recording and reporting of financial transactions.
- Financial forecasting and stakeholder engagement to ensure accurate and timely delivery of Head Office budget.
- Budgetary monitoring and control to ensure Head Office expenditures are within the approved budget.
- Manage payment systems for goods and services in order to ensure timely payment of Head Office related vendors' invoices and staff claims.
- Timely resolution of queries and complaints from Head Office as per the agreed Turnaround Time including GL access and requests for refunds/reversals.
- Closely follow up on receivables accounts (Intercompany, government and others) to clear outstanding items on time to avoid provision for loss.
- Review and recommend changes on financial processes and accounting policies to enhance internal controls in Finance. This includes proper management of Finance Risk register to ensure efficiency and effectiveness in internal controls.
- Ensure staff understand the context of their role in relation to the department and NMB's strategy.
- Manage the performance of staff including objective setting, reviewing, and appraising performance.
- Assess and monitor training and development needs of the staff.
- Ensure staff have the resources they require to perform their work.
- Provide expertise and advice to management on financial related matters and impact of local and international financial reporting standards.
- Manage relationships with internal and external stakeholders to ensure satisfactory delivery of standard services.
- Perform any other duties related to Financial Control as may be assigned from time to time by the bank's management.

Knowledge and Skills:

- Understanding of financial control and management and the application of the bank's products, policies, and procedures.
- **Technical** - Financial Control and management, computer applications (Word, Excel, Access, and ERP systems)
- **Behavioural** - Building a Successful Team, Communication, Delegation, Formal Presentation, Managing Work, Work Standards.

Qualifications and Experience:

- Bachelor's degree in Accounting, Auditing, Banking, Business administration/management, Economics, Finance or related fields of study.
- Professional qualification in accounting (CPA/ACCA)
- A minimum of 8 years' experience in Financial Control and Reporting with at least 5 years in a managerial role.

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Only shortlisted candidates will be contacted.

Job opening date : 20-Jun-2024

Job closing date : 04-Jul-2024

3. JOB TITLE: Senior Manager; Financial Institutions & Correspondent Banking (1 Position(s))

Job Location : Head Office

Job Purpose:

To operate with business flair and actively contribute towards the overall business strategy ensuring a focused and independent approach to achieving best practice criteria in the management of Financial Institutions (FIs) and Non- Financial Institutions including but not limited to Onshore/Offshore banking relationships, Development Financial Institutions (DFIs), Multi-Lateral Lenders and International financing requirements of the bank. The function is partially aligned with the broader Asset Liability Management (ALM) process of the Bank, to support the Products and Digital banking teams in the management of Trade and Transactional banking business relating to Financial Institutions.

Main Responsibilities:

- Establish / manage relationships with Correspondent banking relationships, DFIs and multi-lateral lenders to achieve pre-set financial and non-financial goals.
- Establish / manage the cross-border limits / exposures for the assigned countries / banks.
- Manage financing arrangements from start to finish, ensuring suitability and seamless operation of all arrangements, and compliance to all financial covenants surrounding the arrangements.
- Propose and negotiate new financing arrangements based on budget needs and update management on the progress. Work directly with relevant Management team members on the proposals and negotiations. Update management on progress of such arrangements as and when required.
- Introduce new relationships and submit credit proposals for approval to Treasurer, CREDCO and Board Credit Committee (BCC). Identify and segment target market, prepare strategies and establish relationships to broad base the portfolio and pursue growth opportunities.
- Monitor the market, competitors, and their offering to ensure the desired market share and competitiveness.
- Represent the bank while meeting with Financial Institutions (FIs)/DFIs representatives coming from area of responsibility during their regular visits to Tanzania and update them with

developments in Tanzania, discuss overall relationship and find new avenues for cooperation for mutual benefit.

- Represent the bank in correspondent banking related conferences both locally and internationally to enhance the relationships of the bank.
- Plan and implement calling program on banks to strengthen existing relationships and identify new prospects. This includes visiting banks for credit due diligence both locally and internationally.
- Develop and recommend appropriate products and services fitting in with target markets to attract / retain customers and be competitive.
- Recommend appropriate pricing for each product /service offered based on the risk associated and competition.
- Monitor economic / political outlook of the countries in order to recommend and manage cross border exposure and bank limits to ensure proper utilization.
- Remain abreast of all regulations and laws surrounding international financing activities.
- Recommend transactions for approval to the Management and Board.
- Review periodically the existing portfolio to maintain / enhance asset quality and control risks while exploiting opportunities to maximize revenues. Recommend new limits and seek approval from Treasurer, Credit, CREDCO and BCC.
- Provide regular banking updates to the bank's management team and clients.
- Work with Trade Finance team to identify confirmation and finance limits needed from other banks and strive to find appropriate banks to provide credit lines and negotiate pricing.
- Negotiate pricing with correspondent banks on remittances and other transactional banking products.
- Work closely with the Trade operations, international payments, and Treasury back office to ensure any correspondent banking complaints such as delayed payments are escalated timely.
- Work with the Retail Banking team to introduce new money transfer products for the bank.
- Work closely with the Compliance department to ensure all AML/ KYC issues related to correspondent banking are done appropriately.

Knowledge and Skills:

- Thorough knowledge of International Banking services and products with strong inter-personal skills.
- Knowledge of International Financing and Financial Institutions.
- Knowledge of Credit Approval and Trading Line Review process.
- Sound understanding of IFRS especially related to the banking environment.
- A strong understanding of the banking environment.
- An effective leadership style with passion and commitment.
- An understanding of bank liquidity and overall ALM management.
- Good knowledge of Treasury products, services, and strategies as well as back-office operations.
- Strong credit and analytical background.
- Full knowledge of political, economic, and regulatory environments and banking industry.
- Strong knowledge in Trade Finance, Treasury, Investments and Capital Markets activities and familiar with Operational issues.
- **Technical** - Treasury mechanisms, Relationship Management
- **Behavioral** - Building positive working relationships, sales skills, persuasiveness.
- Effective coordination and communication skills to interact with professionals of different cultural backgrounds.

Qualifications and Experience:

- Bachelor's degree in International Finance/ Accounting or a related discipline. Master's degree is an added advantage.
- ACI dealing certificate is a Must.
- ACCA/ CPA is desirable.
- 7 years of Banking or Corporate experience, having at least 3 years' experience of Correspondent banking.

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