



1. JOB TITLE: LEGAL OFFICER

Department: COMPANY SECRETARY

Location: Tanzania Head Office

Number of openings: 1

Job Purpose

Managing, drafting, reviewing, and negotiating contracts and agreements on behalf of the Bank, Ensure that all contracts comply with relevant laws and regulations, while also safeguarding the Bank's interests. Work closely with various departments, including procurement, sales, and management, to provide legal advice and support regarding contractual matters.

Principle Responsibilities

- Draft, review, and revise a wide variety of contracts, including but not limited to services and supply agreements, vendor contracts, partnership agreements, memoranda of understanding, non-disclosure agreements (NDAs) and other banking business contracts.**
- Identify potential risks in contracts and provide strategic solutions to mitigate the identified risks.**
- See to it that contracts are legally sound, clear and compliant to the company policies and relevant laws.**
- Ensure proper record keeping and archiving of the executed contracts while maintaining a database of contracts to ensure the stored contracts are properly kept.**
- Participate in contract negotiations with counterparts to secure favourable terms and conditions while providing legal advice and recommendations during the negotiation process.**
- Work with internal stakeholders to understand their needs and objectives during contract negotiations.**
- Stay abreast on legal developments impacting the Bank's contractual obligations.**
- Provide legal advice to senior management and other departments regarding contract law and other related matters.**
- Assist in the development and review of standard contract templates and other legal documents relevant to the business of the Bank.**

- Assist in the resolution of disputes arising from contracts and related legal documents including attending arbitrations and litigation if required.
- Preparation of legal opinions, as well as perform extensive legal research and analysis on highly complex or novel legal issues/questions and prepare legal opinions, studies, briefs, reports, and correspondences.
- Advise on and supervise the review, negotiation and drafting of legal documents; develop new legal modalities to meet unique needs/circumstances.
- Supervise and participate in preparing legal publications of the Unit.
- Provide advice on legal issues concerning a range of institutional and procedural matters.
- Reviewing and preparing, as necessary, contracts and documentation used by the Bank in the business and sustainable financing.
- Reviewing internal documents and policies to ensure they are drafted in accordance with applicable legislation responsible for identifying legal risks associated with the operations of the Bank and proposing mechanisms for mitigating such risks.
- Assisting in the preparation and drafting of various reports as directed by senior management.
- Assist in drafting legal demand letters to defaulting clients.
- Participate in the training of staff in all legal issues arising out of the Bank's business and operations. These may include assisting them to identify genuine securities, legal implications of illegal recoveries, fraud etc.
- Perform all other duties assigned to him/her Line Manager and coordinate weekly and monthly reporting.

Qualifications Required

- Bachelor's degree in law (LL. B) from a recognised University.
- Possession of a master's degree will be an added advantage.
- Admission as Advocate of the High Court.
- Minimum of three (3) years working experience in relevant industry
- Strong background in contract drafting, review and negotiations.
- Excellent knowledge of all types of legal matters related to the operations of the Bank
- Excellent verbal and communication abilities in both English and kiswahili.
- Ability to adapt and work co-operatively and effectively.
- Creative and analytical thinking to problem solving.
- Strong relationship building and diplomatic interpersonal skills with sensitivity to the emotional, attitudinal and political aspects of the corporate life.
- Excellent negotiation and communication skills.
- Excellent decision-making abilities

CRDB Bank is dedicated to upholding Sustainability and ESG practices and encourage applicants who share this commitment. The Bank also promotes an inclusive workplace, hence applications from women and individuals with disabilities are encouraged.

It is important to note that CRDB Bank does not charge any fees for the application or recruitment process, and any requests for payment should be disregarded as they do not represent the bank's practices.

Only Shortlisted Candidates will be Contacted.

Deadline: 2024-09-19

Employment Terms: PERMANENT

[APPLY HERE](#)

2. JOB TITLE: SENIOR MANAGER SECURITIES BROKERAGE SERVICES

Department: DEPARTMENT OF TREASURY

Location: Tanzania Head Office

Number of openings: 1

Job Purpose

To oversee all brokerage, advisory, and wealth management services, aiming to maximize returns for both the business and its clients. Ensure that all activities in brokerage, advisory, and wealth management adhere to established standards, policies, and regulatory requirements. Actively contribute to business growth by participating in the Bank's business development initiatives.

Principle Responsibilities

- Overall, in charge of brokerage, wealth management and Advisory Services, provide strategic direction of the business.
- Develop and implement business strategies to increase the CRDB Capital market share and profitability.
- Ensure that the business meets its corporate objectives and remain in the profitability zone.
- Negotiate and finalize deals with clients and ensure that the business has effective compliance plans and complies with securities industry regulations and other laws of the land.
- Analyse market trends and advise clients on potential investment opportunities and risks and stay updated with industry trends, economic news, and regulatory changes that may impact client investments and provide insights to clients accordingly.
- Establish and maintain relationships with key clients, stakeholders, and industry professionals to foster business growth.
- Monitor financial performance, prepare budgets, and report on revenue and expenses to senior management.
- Ensure the brokerage's operations adhere to regulations Governing financial transactions and securities trading.
- Implement risk management strategies to minimize losses from bad deals or market fluctuations.

- Provide clients with personalized investment advice and financial planning services based on their financial goals, risk tolerance, and investment objectives.
- Research and analyse financial markets, including stocks, bonds, mutual funds, and other investment instruments, to identify potential investment opportunities for clients.
- Oversees execution of buy and sell orders for stocks, bonds, and other securities on behalf of clients, ensuring accurate and timely transactions.
- Monitor client investment portfolios and regularly review their performance to make recommendations for adjustments or reallocation based on market conditions.
- Cultivate and maintain strong relationships with clients, ensuring regular communication and addressing their investment concerns or questions.
- Proactively prospect and acquire new clients through networking, referrals, and marketing efforts to grow the client base.
- Comply with all regulatory requirements, such as licensing and registration, and ensure adherence to industry standards and ethical practices.
- Utilize financial software and tools to analyse market data, monitor portfolios, and generate reports for clients, ensuring accuracy and confidentiality.
- Collaborate with other professionals, such as financial planners, tax advisors, and estate planners, to provide comprehensive financial advice to clients.

Talent Management:

- Identify, motivate and retain top talents.
- Build talents and teams for the Bank by creating a culture of meritocracy, transparency, and celebrating excellence, initiative and courage.
- Provides hands-on leadership, coaching, and development on all aspects needed to achieve successful performance including Custodial services management and customer retention.
- Monitors Capital market team performance provides appropriate mentorship, recognition and feedback.
- Set appropriate tone and expectation from the team and work in collaboration with risk and control partners.
- Lead through example and build the appropriate culture and values.
-

Qualifications Required

- Certified by CMSA and have attended and successfully completed Securities Industry Certification Course provided by Chartered Institute for Securities & Investment.
- Bachelor's degree in finance, economics, business, or a related field.
- 3-5 years of experience in the financial industry, preferably in a similar role, providing investment advice and executing transactions.
- Accomplished Securities investment and Trading course issued by Dar Es Salaam Stock of Exchange (DSE).
- Familiarity with other financial software and tools, including trading platforms and portfolio management systems.
- Proven track record of successfully managing client portfolios and achieving financial targets.

- Depth in a structured Sales process involving the understanding of a customer's situation, problem solving and the provision of a structural solution based on the customer need and the Bank's product offering.
- Strong network of Retail and Institutional Investors both local and foreign.
- Knowledge of the general Capital Markets environment with regards to legal issues, industrial changes, competitor awareness, etc.
- Good liaison with domestic and foreign institutions, insurance companies, Pension Funds and Regulators
- The ability to make good business decisions is critical to assessing risk.
- Excellent knowledge of financial markets, investment products, and securities regulations.
- Strong analytical and research skills to evaluate investment opportunities and assess risks.
- Exceptional communication and interpersonal skills to effectively communicate complex financial information to clients.
- Ability to build and maintain strong client relationships through trust, integrity, and professionalism.
- Proficient in financial software, such as trading platforms, portfolio management systems, and market analysis tools.
- Detail-oriented with strong organizational skills to manage team, multiple client portfolios and transactions simultaneously.
- Ability to work under pressure and in a fast-paced environment to meet client needs and market demands.
- A proactive approach to staying updated with market trends, economic news, and industry developments.
- Sales and negotiation skills to attract and retain clients and execute transactions that benefit clients.
- Strong ethical awareness and commitment to compliance with regulatory requirements and industry standards.

CRDB Bank is dedicated to upholding Sustainability and ESG practices and encourage applicants who share this commitment. The Bank also promotes an inclusive workplace, hence applications from women and individuals with disabilities are encouraged.

It is important to note that CRDB Bank does not charge any fees for the application or recruitment process, and any requests for payment should be disregarded as they do not represent the bank's practices.

Only Shortlisted Candidates will be Contacted.

Deadline: 2024-09-16

Employment Terms: PERMANENT

[APPLY HERE](#)

3. JOB TITLE: MANAGER MARKET RESEARCH & FINANCIAL ANALYTICS

Department: DEPARTMENT OF TREASURY

Location: Tanzania Head Office

Number of openings: 1

Job Purpose

Monitor financial news using specialist media sources; analyse/understand and summarize data on companies, industry sectors, etc.; and conduct research with subject matter experts as required and keep the Bank informed on opportunities available in the market, customer needs, trends and market intelligence to ensure the bank utilizes all opportunities arising in the Capital market and spot factors which impact the competitiveness of the products.

Principle Responsibilities

- Provide various analyses and investment guidance on various opportunities available in our markets (EAC & SADC).
- Engage in development, preparation, implementation and delivery of Capital Markets business strategic plans.
- Prepare East Africa and SADC Equity and Fixed income Research Reports and present results to clients and management.
- Conduct research and create specific financial models to enhance business development.
- Provision of Updates to the business development team, dealing and trading team about the latest news in the financial sector.
- Read periodical and or annual financial statements and keep the Bank informed on opportunities available in the market.
- Preparation of periodic financial Results Update – results summary, expectation and performance against those expectations, updating forecasts etc.
- Participate in investors meetings and interact with other stakeholders in the market and provide insight on market outlook at large when undertaking any advisory.
- Write important industry event updates like conferences or management meeting updates.
- Maintain accurate and timely documentation of all research performed including proper documentation.
- Updating the financial model, verifying the data and preparing the valuation models.
- Working on various client enquiries like request of data, or industry analysis etc.
- Work with team on ideas generation.
- Creation and maintenance of the industry/sector/company database, charts, graphs and financial models.
- Contribute to drafting of investment documents (prospectus and information memoranda, etc.).
- Undertake valuation of financial instruments.
- Prepare daily, weekly, Monthly, Quarterly, Semi- Annual and Annual Market Report.

- **Convert complex data and findings into understandable tables, graphs, and written reports.**
- **Prepare informed reports to assist the bank monitor client asset servicing functions to ensure that client obtain their corporate entitlements timely for future investment decisions.**
- **Serve as one-point telephonic contact to customers on banking solutions.**
- **Advise bank customers on financial investments and opportunities.**
- **Champion strategic initiatives such as marketing and training that provide products and services awareness to bank staffs as well as prospective clients.**
- **Identification of competitive threats and market opportunities, to feed into product strategy ensuring the bank is informed and tapping all opportunities available in Capital Market.**
- **Keep track of the changing trends in business processes, ensuing competition and new & changing regulatory policies to protect investors' interests.**
- **Conduct research, study, evaluate and initiate capital expenditure models and other business development models and procedures.**

Talent Management

- **Identify, motivate and retain top talents.**
- **Build talents and teams for the Bank by creating a culture of meritocracy, transparency, and celebrating excellence, initiative and courage.**
- **Provides hands-on leadership, coaching, and development on all aspects needed to achieve successful performance including Custodial services management and customer retention.**
- **Monitors Capital market team performance provides appropriate mentorship, recognition and feedback.**
- **Set appropriate tone and expectation from the team and work in collaboration with risk and control partners.**
- **Lead through example and build the appropriate culture and values.**

Qualifications Required

- **Certified by CMSA and have attended and successfully completed Securities Industry Certification Course provided by Chartered Institute for Securities & Investment**
- **Bachelor's degree in Banking and Finance, Accounting, Commerce, Economics, Business Administration or related fields.**
- **3- 5 years of experience with a Successful performance record as a Financial Markets Research Analyst.**
- **Depth in a structured Sales process involving the understanding of a customer's situation and problems with it and the provision of a structural solution based on the customer's need and the Bank's product offering.**
- **Strong network of Retail and Institutional Investors both local and foreign.**
- **Knowledge of the general banking environment with regards to legal issues, industrial changes, competitor awareness, etc.**
- **Good liaison with domestic and foreign institutions, insurance companies and Regulators.**
- **The ability to make good business decisions is critical to assessing risk.**
- **Knowledge of the Financial Markets environment with regards to Market opportunities, legal issues, industrial changes, competitor awareness, etc.**

- Marketing of capital market products to domestic and foreign institutional investors.
- Understanding of the historical business trends and future business prospects.
- Good presentation and reporting skills i.e financial report writing.

CRDB Bank is dedicated to upholding Sustainability and ESG practices and encourage applicants who share this commitment. The Bank also promotes an inclusive workplace, hence applications from women and individuals with disabilities are encouraged. It is important to note that CRDB Bank does not charge any fees for the application or recruitment process, and any requests for payment should be disregarded as they do not represent the bank's practices.

Only Shortlisted Candidates will be Contacted.

Deadline: 2024-09-18

Employment Terms: PERMANENT

[APPLY HERE](#)

4. JOB TITLE: MANAGER TRADING OPERATIONS

Department: DEPARTMENT OF TREASURY

Location: Tanzania Head Office

Number of openings: 1

Job Purpose

Leading trading operations across the EAC & SADC regions, overseeing a team dedicated to executing client orders efficiently, optimizing investment returns, and ensuring strict compliance with regulations in navigating the distinctive environment of the Dar es Salaam Stock [Exchange](#).

Principle Responsibilities

- **Manage a team of traders, providing coaching, mentoring, and performance evaluations.**
- **Develop and implement trading strategies aligned with client investment objectives and risk tolerance.**
- **Oversee all aspects of the order execution process, ensuring accuracy, timeliness, and best execution practices.**
- **Maintain strong relationships with clients, understanding their investment needs and providing them with tailored trading solutions.**

- Monitor market trends, identify trading opportunities, and keep abreast of regulatory developments in EAC & SADC markets.
- Manage trading risks, ensuring compliance with internal risk management policies and DSE regulations.
- Contribute to the development and implementation of new trading technologies and platforms.
- Prepare trading reports and analyse trading activity to identify areas for improvement and submission to Back Office for payment.
- Liaise with other departments within the brokerage firm, such as research, compliance, and client services.
- Obtain clearance from Back office on the remittance of funds before buying securities for clients at the DSE and other markets (EAC& SADC).
- Identify all issues related to customer service recovery, including compensation of aggrieved clients and offer solutions.
- Other duties as may be prescribed by the Management.

Other Responsibilities:

- Assess clients' financial goals and risk tolerance.
- Stay compliant with financial regulations and industry standards.
- Build and maintain strong client relationships.
- Ensure that clients are properly served, informed and comply with the regulatory requirements, bank policies and procedures.
- Ensure the Capital Markets business meets its obligations on the prevention of money laundering under the Bank Policy and Standards and under country laws and regulations.

Regulatory & Business Conduct:

- Ensure adherence to all internal and external regulations.
- Good relationship with regulators with ability to contribute & where possible influence policy formulation.

Talent Management:

- Identify, motivate and retain top talents.
- Build talents and teams for the Bank by creating a culture of meritocracy, transparency, and celebrating excellence, initiative and courage.
- Provides hands-on leadership, coaching, and development on all aspects needed to achieve successful performance including Custodial services management and customer retention.
- Monitors Capital market team performance provides appropriate mentorship, recognition and feedback.
- Set appropriate tone and expectation from the team and work in collaboration with risk and control partners.

- Lead through example and build the appropriate culture and values.

Qualifications Required

- Bachelor's degree in finance, Economics, or a related field (MBA preferred).
- 3-5 years of experience in a similar role within a brokerage firm or investment bank.
- Completion of the Securities Investment and Trading Course issued by DSE Academy.
- Proven track record of success in managing trading operations and achieving profitability.
- In-depth knowledge of the Tanzanian capital market, including the DSE regulations and trading practices.
- Strong understanding of various asset classes traded on the DSE (equities, bonds, derivatives).
- Strong communication, interpersonal, and leadership skills.
- Proficiency in financial modelling and trading software (e.g., Bloomberg Terminal, Reuters Eikon).
- Familiarity with Tanzanian capital market regulations (CMSA) is a strong asset.
- Must be a Tanzanian citizen or possess a valid work permit for Tanzania.
- Excellent analytical and problem-solving skills.
- Relationship building and networking skill
- Strong communications and presentation skills

CRDB Bank is dedicated to upholding Sustainability and ESG practices and encourage applicants who share this commitment. The Bank also promotes an inclusive workplace, hence applications from women and individuals with disabilities are encouraged.

It is important to note that CRDB Bank does not charge any fees for the application or recruitment process, and any requests for payment should be disregarded as they do not represent the bank's practices.

Only Shortlisted Candidates will be Contacted.

Deadline: 2024-09-16

Employment Terms: PERMANENT

[APPLY HERE](#)

5. JOB TITLE: MANAGER CORPORATE FINANCE & CONSULTANCY

Department: DEPARTMENT OF TREASURY

Location: Tanzania Head Office

Number of openings: 1

Job Purpose

To maintain the Bank's awareness of market opportunities, customer needs, trends, and market intelligence, ensuring the Bank leverages all opportunities in the Capital market and identifies factors that impact product competitiveness. Additionally, to offer alternative sources of finance to customers.

Principle Responsibilities

- Oversee Corporate Finance and Advisory functions.**
- Drive the Bank in assisting companies to raise both debt and equity funding from the capital markets as well as privately from financial and strategic partners.**
- Ensure that all Consultancy and Advisory projects are handled professionally and efficiently.**
- Coordinate market research and related tasks.**
- Coordinate all advisory assignments including Project Management, bond placement, and company valuation.**
- Oversee the timely completion and submission of project undertakings.**
- Advise Management on the efficiency and profitability of projects undertaken by the Company.**
- Coordinate all activities pertaining to NOMADS.**
- Develop business plans and implementation strategies for new products, research investment opportunities, conduct due diligence on prospective investments.**
- Analyse business opportunities and present written motivations of viable propositions to discuss and seek approval from Management.**
- Identify innovative business opportunities to help Treasury and Capital Market departments expand and grow.**
- Proactively manage new and existing opportunities arising in our Capital market by ensuring consistent throughput.**

- Identify companies with potential for listing while maintaining corporate, individual, and Government client base.
- Identify opportunities for cross-selling and referral to other CRDB lines through developing and maintaining a close understanding of customers' businesses.
- Ensure that revenue and profitability targets are achieved by implementing sales plans in line with overall products and services offered in conjunction with Banks strategies.
- Assist in coordinating industrial research and analysis to assist in the identification of potential business as well as financing opportunities.
- Participate in the continuous review and development of the investment process staying abreast with all major developments in financial markets and global economics.
- Prepare presentations for all investors and participate in all sales meetings.
- Be able to confidently explain the benefits and value provided by the firm.
- Engage and sell the various products and services (Investment & Wealth Management, Securities Brokerage & Market Research, Corporate Finance, and advisory).

Client Service:

- Meet with clients to understand their financial goals.
- Explain various types of Capital markets products and services provided by the Bank.
- Educate clients about investment options and resolve their queries.
- Work with clients to determine the amount of capital needed to meet business goals, and identify the market or products that can contribute to raising capital.
- Assist clients in financial planning and provide recommendations or suggestions regarding suitable investment options.
- Closely monitor Custodial clients' accounts and brainstorm ways to improve return on investment.
- Assist in researching other investment opportunities, interpret financial information, and analyse market trends.
- Develop and nurture strategic relationships with clients to ensure alignment with the Bank's strategy and business objectives.
- Solicit corporate customers for trading and investment advisory services.

Administrative Support:

- Develop and maintain effective working relationships with regulators: BOT, CMSA, and DSE.

- Participate in various client functions, conduct client and focus group surveys to ensure product and market intelligence feedback is solicited and used to enhance CRDB Capital's competitiveness.
- Ensure compliance with all corporate governance issues and maintain the Company's integrity.
- Handle complaints from aggrieved clients.
- Ensure all statutory reports are submitted to the Regulators in a timely manner.
- Liaise with institutional investors in the trading of equities/stocks and bonds at the Exchange and maintain proper records.
- Coordinate with all market players in the development of the securities market industry.
- Perform other duties as prescribed by Management.

Talent Management:

- Identify, motivate, and retain top talents.
- Build talents and teams for the Bank by fostering a culture of meritocracy, transparency, and celebrating excellence, initiative, and courage.
- Provide hands-on leadership, coaching, and development on all aspects needed to achieve successful performance, including Custodial services management and customer retention.
- Monitor Capital market team performance, provide appropriate mentorship, recognition, and feedback.
- Set appropriate tone and expectations for the team and collaborate with risk and control partners.
- Lead by example and cultivate the appropriate culture and values.

Qualifications Required

- Certified by CMSA and have attended and successfully completed Securities Industry Certification Course provided by Chartered Institute for Securities & Investment.
- Bachelor's degree in Accounting, Finance, Economics, Business Administration or related Field. (Master's degree will be added advantage).
- 3-5 years of experience in Capital Markets with preferred exposure of not less than 3 years in Financial Services.
- Knowledge of the general Capital Markets environment with regards to legal issues, industrial changes, competitor awareness, etc.
- Good liaison with domestic and foreign institutions, insurance companies and Regulators.

- Strong people management, communication, presentation & Organisational skills.
- The ability to make good business decisions in critical environment while managing risk.
- Strong network of Retail and Institutional Investors both local and foreign.
- Knowledge of capital market assignments including Investment & Wealth Management, Securities Brokerage & Market Research, Corporate Finance and advisory, bank operations, corporate treasury functions, money markets and banking regulations
- Strong analytical skills.
- Relationship building and networking skills.
- Strong communications and presentation skills.

CRDB Bank is dedicated to upholding Sustainability and ESG practices and encourage applicants who share this commitment. The Bank also promotes an inclusive workplace, hence applications from women and individuals with disabilities are encouraged.

It is important to note that CRDB Bank does not charge any fees for the application or recruitment process, and any requests for payment should be disregarded as they do not represent the bank's practices.

Only Shortlisted Candidates will be Contacted.

Deadline: 2024-09-18

Employment Terms: PERMANENT

[APPLY HERE](#)