



## **Liquidity Risk Analyst (Re-Advertised) (1 Position(s))**

Job Location :

Head Office

Job Purpose:

To assist the Head; Market Risk to effectively assess and report on the Bank's liquidity risk.

Main Responsibilities:

- Develop and implement liquidity risk policy within NMB bank.
- Develop liquidity early warning indicators and monitor mitigations for Management reporting.
- Understand the principles of prudent liquidity management and reporting, both internal and BOT requirements.
- Ensure that a snap check programme is implemented and maintained.
- Report on the value at risk, stress testing, liquidity, and profitability across the range of products traded.
- Ensure that liquidity positions/reports are accurately and timely reported and explanations are provided for any variances.
- Develop and report on the bank's funding plan, including modeling alternative funding strategies.
- Monitor the liquidity tolerance level as approved by the Board and report to Asset and Liability Committee (ALCO).
- Analyze and quantify risks associated with liquidity in retail and wholesale products, particularly relating to counterparty and market liquidity regimes.
- Review and re-calibrate, on at least an annual basis, all behavioral liquidity assumptions and submit updated assumptions to ALCO.
- Develop assumptions for Stress Testing scenarios and monitor the same during Stress Testing quarterly.
- Ensure that Liquidity contingency plans (short and long term) are up to date, ALCO approved and tested as per the bank's strategy.
- Perform risk assessments and gap analyses over liquidity and capital risks.
- Monitor the funding concentration in line with adequate mix of assets and liabilities as per the bank's strategy.
- Monitor the funding strategy on managing liquidity in different currencies.
- Improve liquidity risk management practices (measuring, monitoring, and reporting)
- Work with other business areas in Risk, Retail, Wholesale and Financial Markets and support Market Risk management.
- Provide analysis for work with external parties such as regulators and ratings agencies.
- Recommend and implement improvements to risk analytics and reporting, thus improving the risk decision making process.

Knowledge and Skills:

- Excellent communication skills both written and verbal.
- Excellent interpersonal relationships
- In-depth knowledge of treasury and financial risk management, in particularly ALM in banking
- In-depth knowledge of banking book liquidity risk
- In-depth understanding of financial and capital markets

- Knowledge of economic fundamentals
- Knowledge of banking book balance sheets and accountancy
- Knowledge of banking products and capital market instruments (including derivative instruments)
- Computer literacy
- **Technical** - Financial modeling, statistical analysis, and financial analysis
- **Behavioural** - Strategic business focus, Self - initiative, determination, and passion to succeed, Leadership oriented, Systematic and methodical, Problem solving and analytical skills

Qualifications and Experience:

- Bachelor's Degree or its equivalent in a Finance-related field.
- ACI dealing certification is mandatory.
- Minimum of three (3) years' experience as a Liquidity & Market Risk Analyst or Financial Analyst in a financial

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Job opening date : 15-Dec-2023

Job closing date : 29-Dec-2023

## **Senior Manager; Contracts (1 Position(s))**

Job Location :

Head Office

Job Purpose:

Provide leadership and assist the Head; Legal in the preparation and management of general contracts and ensure the relevant laws

Main Responsibilities:

- Support the Head; Legal on preparation, review and management of all general contracts entered by the Bank.
- Ensure that all contracts entered by the bank are properly stored in line with the bank's internal and regulatory requirements.
- Develop standard form contracts to be used by the bank and ensure proper authorization is obtained wherever required.
- Ensure the registration of all contracts/leases with relevant government departments.
- Provide guidance to other departments and ensure that all queries related to general contracts are resolved.
- From time to time, advise the bank on the new development in the regulatory operating framework and the market development and changes.
- Provide legal advisory services to the bank on all legal issues related to general contracts.
- Ensure the appropriate documents that involve general contracts are timely obtained in all cases instituted by the bank.
- Support other business units by attending negotiation meetings and providing legal guidance where required.
- Support other departments by attending projects/ products committee meetings for better understanding and coordination.
- Attend and participate in relevant Management meetings when required by the Head; Legal.

- Prepare court documents and represent the bank in courts of law.

### **People management**

- Build and develop high performing teams by embedding performance-based culture by mentoring, coaching
- Determine and manage Training Needs Analysis and succession plans for entire team.
- Ensure team members own and manage customer queries and complaints by taking ownership and resolving queries and complaints.
- Accountable for effective resource planning, management, reporting, and coordination of unit initiatives to de
- Regular review of individual performance targets and give constructive feedback for development and ensure

#### Knowledge and Skills:

- Broad understanding of general banking and commercial law in Tanzania.
- Broad skills set in people management and strategy execution.
- Communication, decision making, flexibility, quality orientation.
- Ability of working under pressure and meeting tight deadlines.
- Ability to train and motivate subordinates.
- Change management skills and with ability to take varying approaches with a dynamic set of stakeholders.
- Strategic thinking with problem-solving and negotiation skills.
- Strong leadership skills and interpersonal skills.

#### Qualifications and Experience:

- Bachelor's degree of law from the recognized university.
- Master's degree in law is an added advantage.
- Must be enrolled as Advocate.
- 7 years working experience, out of which 3 must be in a leadership role.

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Job opening date : 14-Dec-2023

Job closing date : 28-Dec-2023

## **Senior Manager; Legal (Retail) (1 Position(s))**

Job Location :Head Office

Job Purpose:

Provide leadership and assist the Head; Legal in managing Retail Business (involving small & medium clients), oversee contracts.

Main Responsibilities:

- Prepare the relevant security documentation as per the approved terms and conditions and in line with the Ba

- Develop standard legal documentation and security forms in line with the Bank's governance frameworks and
- Ensure that the standard developed documents are properly used, and proper authorization is obtained when
- Manage the entire process of preparation, registration, and safe custody of all security documents of retail ba
- From time to time, advise the bank on the new development in the regulatory operating framework and the r development and changes.
- Provide legal advisory services to the bank on all legal issues related to lending to retail customers.
- Ensure the appropriate security documents that involve retail customers are timely obtained to support recov
- Provide legal guidance during product development involving retail banking customers by ensuring the bank
- Process discharge of securities as per the approved mandate whenever required.
- Train, motivate and implement training and development plans of subordinates to ensure their performance i
- Support other business units by attending negotiation meetings and providing legal guidance where required
- Support other departments by attending projects/ products committee meetings for better understanding an
- Attend and participate in relevant management meetings when required by the Head; Legal.
- Prepare court pleadings and represent the bank in courts of law.

### **People management**

- Build and develop high performing teams by embedding performance-based culture by mentoring, coaching
- Determine and manage Training Needs Analysis and succession plans for entire team.
- Ensure team members own and manage customer queries and complaints by taking ownership and resolving queries and complaints.
- Accountable for effective resource planning, management, reporting, and coordination of unit initiatives to de
- Regular review of individual performance targets and give constructive feedback for development and ensure

#### Knowledge and Skills:

- Business understanding of legal and compliance framework.
- Broad skills set in strategy formation.
- **Technical** - Company law, contracts law

#### **Behavioral**

- Communication, Decision Making, Flexibility, Quality Orientation
- Ability to work under pressure and meeting tight deadlines.
- A quick learner who can work under minimum supervision.
- Change Management skills and with ability to take varying approaches with a dynamic set of stakeholders.
- Strategic thinking with problem-solving skills
- Strong leadership skills and interpersonal skills

#### Qualifications and Experience:

- Bachelor's degree of Law (LLB) from a recognized university.
- Master's degree in Law is an added advantage.
- Must be enrolled as an Advocate.
- A minimum of 7 years working experience, out of which 3 must be in a leadership role.

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Job closing date : 28-Dec-2023

## **Senior Manager; Legal (Wholesale Business) (1 Position(s))**

Job Location :

Head Office

### **Job Purpose:**

Provide leadership and assist the Head; Legal in managing Wholesale Business (large corporate customers), overseeing contracts, regulatory compliance and general legal advisory related to such functions.

Main Responsibilities:

- Prepare the relevant security documentation as per the approved terms and conditions and in line with the bank's policy.
- Develop standard legal documentation and security forms in line with the Bank's governance frameworks and regulatory requirements.
- Ensure that the standard developed documents are properly used, and proper authorization is obtained when required.
- To manage the entire process of preparation, registration, and safe custody of all security documents of corporate customers.
- From time to time, advise the bank on the new development in the regulatory operating framework and the regulatory changes.
- Provide legal advisory services to the bank on all legal issues related to lending.
- Ensure the appropriate security documents that involve corporate customers are timely obtained to support the bank's business.
- Manage external lawyers involved in the preparation and registration of securities as per the bank's procedures.
- Provide legal guidance during product development involving wholesale customer by ensuring the bank is compliant with regulatory requirements.
- Process discharge of securities as per the approved mandate whenever required.
- Train, motivate and implement training and development plans of subordinates in order to ensure their performance.
- Support other business units by attending negotiation meetings and providing legal guidance where required.
- Support other departments by attending projects/ products committee meetings for better understanding and coordination.
- Attend and participate in relevant management meetings when required by the Head of Legal.
- Prepare court pleadings and represent the bank in courts of law.

### **People management**

- Build and develop high performing teams by embedding performance-based culture by mentoring, coaching and training.
- Determine and manage Training Needs Analysis and succession plans for entire team.
- Ensure team members own and manage customer queries and complaints by taking ownership and resolving queries and complaints.
- Accountable for effective resource planning, management, reporting, and coordination of unit initiatives to deliver business objectives.
- Regular review of individual performance targets and give constructive feedback for development and ensure compliance with regulatory requirements.

Knowledge and Skills:

- Broad understanding of general banking and commercial law in Tanzania.
- Broad skills set in people management and strategy execution.

- Communication, decision making, flexibility, quality orientation.
- Ability of working under pressure and meeting tight deadlines.
- Ability to train and motivate subordinates.
- Change management skills and with ability to take varying approaches with a dynamic set of stakeholders.
- Strategic thinking with problem-solving and negotiation skills.
- Strong leadership skills and interpersonal skills.

Qualifications and Experience:

- Bachelor's degree of law from the recognized university.
- Master's degree in law is an added advantage.
- Must be enrolled as Advocate.
- 7 years working experience, out of which 3 must be in a leadership role.

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