



Reports to: Head of Corporate Banking

Department: Commercial Banking

Level: Manager

Summary of Responsibilities:

- The job holder will be responsible to oversee trade finance portfolio to be assigned together with business development on new and existing customers where they are expected to increase "wallet share" to manage and sustain a portfolio of the bank.

Scope of Duties:

- To drive, structure and manage bank's trade finance portfolio specializing on Off Balance sheet contingent Liabilities on approved sectors.
- Generation of Non-funded Income for all OBS items.
- To Support Business Team (BM, RM, RO'S) to Plan, implement and control Sales strategies to maximize new and repeat sales from the accounts.
- Manage and monitor team workflow at the bank network in line with set targets.
- Review and processed transactions trade finance products such as Export Letters of Credit, Import Letters of Credit, Documentary Collection, Bills Analyzation, Guarantees, Standby Letters of Credits and Trade Loans etc.
- Prepare and analyze credit applications for presentation to credit department.
- Create a suitable structure for the best trade finance products, process and procedures including an end-to-end process flow between the front office and back-office functions.
- Manage the operational risk of the department to avoid operational/ reputational losses and ensure understanding and full compliance of BOA procedures and practices.
- Develop & implement Service Level Agreements (SLAs) with internal departments/ units to achieve improvements in turnaround time (TAT) with respect to processing transactions for the respective divisions/departments.
- Prepare and manage Branch trade-finance activities including Staff training, Activations Workshops and Branch visits
- Manage BOA regional trade finance activities including group syndication files and BOA cross border transaction.

- Monitors and analyses with Deputy Managing Director/Head of Enterprise Unit the quantitative and qualitative achievements of the branch and advise the strategies and roadmap for trade finance unit.
- Manage the performance of subordinate staff and develop and implement training and development plans to ensure their performance is aligned with business goals and objectives.
- Actively disseminate bank Trade Finance capabilities through business interaction (clients and staff), formal internal/external presentations demonstrating the bank's abilities in facilitating trade.
- Identify and negotiate business opportunities with Branch clients and develop overall strategies for business development to increase wallet share.

Technical Know How:

- Listening skills, sense of dialogue and power to convince
- Sense of risk control
- Ability to negotiate
- Creativity & Innovation skills
- Personal effectiveness

Professional skills & Experience:

- Bachelor's degree in Banking, Commerce, Finance, Economics, Laws or any other related field
- An additional qualification in Banking shall account for a plus
- A minimum of 3-year experience in a Bank of Financial Institution of which atleast 1 should have been in business development.
- Should be proficient in Microsoft office applications especially excel
- Trade Finance product and/or service Knowledge
- Good communication and Interpersonal skills

Submission:

All the applicants should submit their application letter, CV and Certificates not later than 29th March 2024 to email: **hr@boatanzania.com**

OR

THE HUMAN RESOURCES DEPARTMENT
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DAR ES SALAAM
TANZANIA.

NOTE: We shall communicate to only successful candidates who will meet all the requirements above.

To see Job Description, [**CLICK HERE**](#)