



## 1. Head of Trading

remote type: Hybrid  
locations: Head Office NBC  
time type: Full time  
Deadline: 31/05/2024  
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. Manager Compliance Monitoring & Testing**

Locations: Head Office NBC

Time type: Full time

Deadline: 30/05/2024

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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### 3. Business Development Manager

Locations: Tarime Branch NBC

Time type: Full time

Deadline: 29 may 2024

Job requisition id: R-15964607

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

The main purpose is to drive Loan and Advances, Deposit and alternative product growth at branch. This entails managing of all Sales Activities, Supporting, monitoring and training of Branch Sales Officers in all the respective branches.

#### Job Description

##### A. Business Soliciting – Acquisition/Recruitment

- Customer acquisition /recruitment
- Visit existing customer frequently
- Ensure all the customer acquisition point are working perfectly all the time
- To enhance customer experience
- Identify areas / sector relevant for business growth in their locality
- Identification, soliciting, KYC and risks review of potential customers and approach them to open account

- Work with Business Development Partner to initiate development of relevant products to the particular locality
- Consistently give feedback to Head of Customer Network on the performance of different products and services at respective branches
- Engage with Corporate and Institutional Banking (CIB) and Business Banking (BB) departments to understand retail opportunities from their clients (One Bank Concept)

- Address the customer queries in relation to business matters

#### B. Deposit Mobilization

- Proactively understanding the business dynamics in the locality and take advantage to grow deposit.
- Supervise all the deposit mobilization campaign in branches
- Proactively and continuously solicit deposits from all clients of the Bank to meet Bank's deposit targets
- Proactive following of activities identified on the branch activity calendar

#### C. Cross selling

- Cross sale of all bank products – Mobile phone Banking, Internet Banking, Agent Banking products, Insurance Products, all Deposit Products, Loan products FX, Transfer, etc.
- Collection of market intelligence information local competition, products and levels of service

#### D. Relationship Management

- Drive customer engagement activities in branches
- Going out to interact with Bank's clients/potential clients in order to win their confidence and create customer loyalty
- Identifying potential clients and strategizing to add them to the list of NBC customers through informative meetings and product discussions
- Developing, building and maintaining long term relationships with all segmented customers by listening to them, problem sharing and joint solution finding
- Manage customer business contacts, participate in corporate customer social occasion and manage all aspects of interactions, the bank has with its customers.
- Maintenance of business acquired to ensure customer activeness and reduce churn

#### E. Reports, Monitoring & Turnaround

- Maintain database of High net worth customers in the branch.
- Monitoring of branch business growth through KPI
- Loan turnaround time for loans and recovery support
- Responsible for PAR and NPL of the Branch retail loans
- Providing inputs and reports to Stressed Asset Management Units and facilitate recovery efforts at the Branch level

#### F. Coaching and Mentoring

- Coach and mentor the branch Sales team on regular basis

- Monitor and report performance as per agreed KPIs

#### Other duties

- Participate in branch budgeting of all Sales related activities
- Carried out other duties as assigned by the Branch Manager.
- Prepare various reports and business proposals for management approval

#### Education and Experience Required:

- Bachelor Degree in Business Administration
- 3 years banking experience
- Broad knowledge of banking practice( Product knowledge) and bank regulations

#### Knowledge, Skills and competences required:

- Strong Customer Service management
- Customer Handling awareness
- People Management
- Bank Products awareness
- Analytical skills
- Selling and cross selling skills
- Awareness of BOT Regulation
- Risk Management

#### Qualifications

Bachelor`s Degrees and Advanced Diplomas - Business, Commerce and Management Studies, Commercial mindset - Junior (Meets all of the requirements), Customer Excellence - Service Delivery (Meets all of the requirements), Digital familiarity (Meets all of the requirements), Effective communication - Basic (Meets all of the requirements), Experience in a similar environment at junior management level, Leading people - Team level (Meets all of the requirements), Openness to change (Meets some of the requirements and would need further development), Product and/or Service Knowledge (Meets all of the requirements), Sales Management (Meets all of the requirements)

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#### **4. Business Development Manager**

Locations: Bukoba Branch NBC

Time type: Full time

Deadline: 29/05/2024



**Job requisition id:** R-15964643

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

The main purpose is to drive Loan and Advances, Deposit and alternative product growth at branch. This entails managing of all Sales Activities, Supporting, monitoring and training of Branch Sales Officers in all the respective branches.

### Job Description

#### A. Business Soliciting – Acquisition/Recruitment

- Customer acquisition /recruitment
- Visit existing customer frequently
- Ensure all the customer acquisition point are working perfectly all the time
- To enhance customer experience
- Identify areas / sector relevant for business growth in their locality
- Identification, soliciting, KYC and risks review of potential customers and approach them to open account
- Work with Business Development Partner to initiate development of relevant products to the particular locality
- Consistently give feedback to Head of Customer Network on the performance of different products and services at respective branches
- Engage with Corporate and Institutional Banking (CIB) and Business Banking (BB) departments to understand retail opportunities from their clients (One Bank Concept)
- Address the customer queries in relation to business matters

#### B. Deposit Mobilization

- Proactively understanding the business dynamics in the locality and take advantage to grow deposit.
- Supervise all the deposit mobilization campaign in branches
- Proactively and continuously solicit deposits from all clients of the Bank to meet Bank's deposit targets
- Proactive following of activities identified on the branch activity calendar

#### C. Cross selling

- Cross sale of all bank products – Mobile phone Banking, Internet Banking, Agent Banking products, Insurance Products, all Deposit Products, Loan products FX, Transfer, etc.
- Collection of market intelligence information local competition, products and levels of service

#### D. Relationship Management

- Drive customer engagement activities in branches

- Going out to interact with Bank's clients/potential clients in order to win their confidence and create customer loyalty
- Identifying potential clients and strategizing to add them to the list of NBC customers through informative meetings and product discussions
- Developing, building and maintaining long term relationships with all segmented customers by listening to them, problem sharing and joint solution finding
- Manage customer business contacts, participate in corporate customer social occasion and manage all aspects of interactions, the bank has with its customers.
- Maintenance of business acquired to ensure customer activeness and reduce churn

#### E. Reports, Monitoring & Turnaround

- Maintain database of High net worth customers in the branch.
- Monitoring of branch business growth through KPI
- Loan turnaround time for loans and recovery support
- Responsible for PAR and NPL of the Branch retail loans
- Providing inputs and reports to Stressed Asset Management Units and facilitate recovery efforts at the Branch level

#### F. Coaching and Mentoring

- Coach and mentor the branch Sales team on regular basis
- Monitor and report performance as per agreed KPIs

#### Other duties

- Participate in branch budgeting of all Sales related activities
- Carried out other duties as assigned by the Branch Manager.
- Prepare various reports and business proposals for management approval

#### Education and Experience Required:

- Bachelor Degree in Business Administration
- 3 years banking experience
- Broad knowledge of banking practice( Product knowledge) and bank regulations

#### Knowledge, Skills and competences required:

- Strong Customer Service management
- Customer Handling awareness
- People Management
- Bank Products awareness
- Analytical skills
- Selling and cross selling skills
- Awareness of BOT Regulation
- Risk Management

## Qualifications

Bachelor`s Degrees and Advanced Diplomas - Business, Commerce and Management Studies, Commercial mindset - Junior (Meets some of the requirements and would need further development), Customer Excellence - Service Delivery (Meets all of the requirements), Digital familiarity (Meets all of the requirements), Effective communication - Basic (Meets all of the requirements), Experience in a similar environment, Openness to change (Meets some of the requirements and would need further development), Product and/or Service Knowledge (Meets all of the requirements), Sales Management (Meets some of the requirements and would need further development)

To Apply, [CLICK HERE](#)

## 5. Business Development Manager

Locations: Sumbawanga Branch NBC

time type: Full time

Deadline: 29/05/2024

job requisition id: R-15964605

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

The main purpose is to drive Loan and Advances, Deposit and alternative product growth at branch. This entails managing of all Sales Activities, Supporting, monitoring and training of Branch Sales Officers in all the respective branches.

### Job Description

#### A. Business Soliciting – Acquisition/Recruitment

- Customer acquisition /recruitment
- Visit existing customer frequently
- Ensure all the customer acquisition point are working perfectly all the time
- To enhance customer experience
- Identify areas / sector relevant for business growth in their locality
- Identification, soliciting, KYC and risks review of potential customers and approach them to open account

- Work with Business Development Partner to initiate development of relevant products to the particular locality
- Consistently give feedback to Head of Customer Network on the performance of different products and services at respective branches
- Engage with Corporate and Institutional Banking (CIB) and Business Banking (BB) departments to understand retail opportunities from their clients (One Bank Concept)
- Address the customer queries in relation to business matters

#### B. Deposit Mobilization

- Proactively understanding the business dynamics in the locality and take advantage to grow deposit.
- Supervise all the deposit mobilization campaign in branches
- Proactively and continuously solicit deposits from all clients of the Bank to meet Bank's deposit targets
- Proactive following of activities identified on the branch activity calendar

#### C. Cross selling

- Cross sale of all bank products – Mobile phone Banking, Internet Banking, Agent Banking products, Insurance Products, all Deposit Products, Loan products FX, Transfer, etc.
- Collection of market intelligence information local competition, products and levels of service

#### D. Relationship Management

- Drive customer engagement activities in branches
- Going out to interact with Bank's clients/potential clients in order to win their confidence and create customer loyalty
- Identifying potential clients and strategizing to add them to the list of NBC customers through informative meetings and product discussions
- Developing, building and maintaining long term relationships with all segmented customers by listening to them, problem sharing and joint solution finding
- Manage customer business contacts, participate in corporate customer social occasion and manage all aspects of interactions, the bank has with its customers.
- Maintenance of business acquired to ensure customer activeness and reduce churn

#### E. Reports, Monitoring & Turnaround

- Maintain database of High net worth customers in the branch.
- Monitoring of branch business growth through KPI
- Loan turnaround time for loans and recovery support
- Responsible for PAR and NPL of the Branch retail loans
- Providing inputs and reports to Stressed Asset Management Units and facilitate recovery efforts at the Branch level

#### F. Coaching and Mentoring

- Coach and mentor the branch Sales team on regular basis
- Monitor and report performance as per agreed KPIs

#### Other duties

- Participate in branch budgeting of all Sales related activities
- Carried out other duties as assigned by the Branch Manager.
- Prepare various reports and business proposals for management approval

#### Education and Experience Required:

- Bachelor Degree in Business Administration
- 3 years banking experience
- Broad knowledge of banking practice( Product knowledge) and bank regulations

#### Knowledge, Skills and competences required:

- Strong Customer Service management
- Customer Handling awareness
- People Management
- Bank Products awareness

#### Analytical skills

- Selling and cross selling skills
- Awareness of BOT Regulation
- Risk Management

#### Qualifications

Bachelor`s Degrees and Advanced Diplomas - Business, Commerce and Management Studies, Commercial mindset - Junior (Meets all of the requirements), Customer Excellence - Service Delivery (Meets all of the requirements), Digital familiarity (Meets all of the requirements), Effective communication - Basic (Meets all of the requirements), Experience in a similar environment at junior management level, Leading people - Team level (Meets all of the requirements), Openness to change (Meets some of the requirements and would need further development), Product and/or Service Knowledge (Meets all of the requirements), Sales Management (Meets all of the requirements)

To Apply, [CLICK HERE](#)