



## **1. Product Manager; Fund Management - Digital Global Transaction Services (1 Position(s))**

Job Location : Head Office

Job Purpose:

Responsible to ensure that the client's expectations are met by managing Fund Management business and ensuring optimal delivery of related solutions.

Main Responsibilities:

### **Business Direction**

- Participate in client engagements, sales initiatives while working with cross functional teams to ensure seamless transition for ongoing client service delivery.
- Spearhead fund and wealth management initiatives within the bank, focusing on Donor Fund Projects, Advisory, and NGO Business sectors.
- Craft tailored fund management products and services in line with clients financial goals and impact objectives.
- Offer specialized advisory services to clients on structured fund management solutions, investment strategies, portfolio management, and risk mitigation, tailored to their sector-specific needs.
- Cultivate and nurture relationships with key stakeholders such as NGOs, philanthropic organizations, and government agencies.
- Conduct thorough market research and competitor analysis to identify growth opportunities and emerging trends.
- Interpret market data to drive product development strategies and investment recommendations.
- Ensure compliance with regulatory requirements governing fund management activities.
- Monitor investment risks and implement strategies to safeguard client assets.
- Collaborate with senior management to define fund management strategies for local and international markets, aligning with digital transaction service offerings.
- Prioritize roadmap against business needs and partnership requirements.
- Facilitate communication between business requirements and technology specifications.
- Provide input to sales managers for product-specific sales campaigns.

### **Business Management**

- Provide support to Senior Manager; DGTS in implementing new products into the market.
- Prioritize different, and possibly competing, requirements to a coherent product delivery.
- Translate end customer requirements into functional specifications and collaborate with product managers to provide end-to-end solutions.
- Engage all relevant bank teams in product development and testing.
- Ensure sales programs and selling call plans are always in place, ensure proper execution schedules are monitored and adhered to by all subordinates.
- Engage in consistent promotion of digitized solutions for cross border market visibility and uptake.
- Review and provide feedback on product satisfaction surveys and customer complaints.

Knowledge and Skills:

- A comprehensive knowledge of Banking products and systems that support them.
- Deep understanding of Donor Funded Projects, Advisory, and NGO Business sectors, including knowledge of relevant regulations, funding mechanisms, and impact measurement frameworks.
- An understanding of customer segmentation theory and practice.
- Strong analytical skills with the ability to interpret complex financial data and market trends.
- Excellent communication and interpersonal skills with the ability to build relationships and influence stakeholders at all levels.
- Advanced computer skills - is a requirement.
- Mathematical skills and basic numerical skills for calculation of statistics, figures, and targets
- Networking skills.
- Team management skills
- Report writing skills.

Qualifications and Experience:

- Bachelor's Degree in Banking, Computer Science, Business, Finance, or related fields.
- MBA will be an added advantage.
- Minimum of 5 years of proven experience in product management, fund management, or related roles within the financial services industry.

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Only shortlisted candidates will be contacted.

Job opening date : 17-Jul-2024

Job closing date : 31-Jul-2024

To Apply, [\*\*CLICK HERE\*\*](#)

## **2. Senior Specialist Technology Risk; Cybersecurity, Data Analytics and Reporting (Re-advertisement) (1 Position(s))**

Job Location: Head Office, Hq

Job Purpose:

To Ensure that risks related to cybersecurity within the bank are structurally managed so that the bank can make sound decisions in matters that affect the risk posture of the bank.

Manage risk data analytics, reporting and perform the oversight role as the primary contact between Technology Risk and other lines of defence within the bank.

Main Responsibilities:

### **Cybersecurity Risk Governance**

- Using industry cybersecurity standards and frameworks, provide guidance on the governance of cybersecurity risk management at the bank.
- Oversee the establishment and management of cybersecurity risk-related policies and procedures that govern cybersecurity risk management for the bank.

### **Risk Identification, Assessment & Evaluation**

- Drive and support the identification and assessment of cybersecurity threats to the bank's network and computer systems
- Ensure key cybersecurity risks have been adequately documented with relevant controls and key indicators.
- Define, in close co-operation and alignment with the first line, the Risk Appetite statement for cybersecurity within the bank.
- Support the 1LoD to ensure all relevant key cybersecurity risk information are properly and adequately maintained in the risk management system tool, check and validate the risk data quality in the system to support accurate reporting and decision making by management.
- Facilitate and support the 1LoD in conducting thorough risk assessments to evaluate their security, business practices and other factors that may pose risk to the bank.
- Ensure the business conducts Risk and Control Assessments (RCSAs) in accordance with guidelines issued by Operational Risk through training and conformance reviews, including osupporting (advice and guide) the 1st line in their risk and control activities and risk-return considerations (especially provide second-line opinions on new or significant change initiatives)  
oconstructively challenge performance of the first-line risk and control activities.
- Train the first line staff members to understand the defined controls and facilitate them in risk identification and assessment and in executing the controls and performing self-assessments to demonstrate their effectiveness.
- Review risk assessment and analyze the effectiveness of information security control activities, and report on them with actionable recommendations.
- Manage the oversight of cybersecurity risk on vulnerability assessments and penetration testing engagements.

- Serve in an advisory role in application development, major systems implementation projects, technology infrastructure projects etc. to assess relevant security risks requirements and controls; and ensure that security controls are implemented as planned.
- Continuously research and stay abreast of the new industry cybersecurity risks and recommend 1LoD on the respective controls that need to be implemented.
- Manage the oversight of the third-party cybersecurity risks identification and assessment.
- Using various risk management tools and technologies, accurately measure and report cybersecurity risks of the bank.

### **Risk Mitigation Strategies**

- Support the cybersecurity team in the development and implementation of mitigation strategies.
- Ensure the cybersecurity teams have accurately implemented various security controls including but not limited to Firewalls, Endpoint Protection and Encryption capabilities.
- Ensure the cybersecurity teams have established effective response strategies to cybersecurity incidents.
- Develop and support the implementation of relevant cybersecurity frameworks, policies and procedures within the bank.
- Work with relevant teams to resolve security issues that are uncovered by various internal and third-party monitoring tools.
- Work with relevant bank vendors to ensure their products and services meet the banks security requirements
- Oversee and ensure staff are trained and educated on cybersecurity practices including acceptable internet usage, use and protection of logical access information and awareness on phishing and other cyber threats.
- Ensure that relevant new requirements from new policies are implemented and followed bank-wide, by interacting with the risk champions of each of the relevant teams and ensuring related controls are embedded in the banks risk and control framework.

### **Risk Monitoring**

- Perform regular security testing and reviews to ensure bank systems are secure and that security measures are working as required.
- Follow up on the progress of actions that are relevant to improve the risk posture of the bank including risk and control remediation action plans, resulting from e.g.
  - oRisk and control self-assessment activities;
  - oRisk events such as security related risk incidents.
  - oRelevant actions arising out of governance committees.
- Build an independent view on the cybersecurity risk posture of the bank by performing
  - oIndependent validations of control assessment by the first line;
  - oRisk-assessments on new and changed products, services and business,
  - oTargeted investigations on specific topics of interest, depending on actual developments within or outside the organisation, in order to provide more clarity in a specific topic of interest.
- Ensure that cybersecurity risks are put on the meeting agenda of all relevant departments in the bank and contribute in the preparation of these meetings and attend in the meetings themselves when necessary.

- Follow up on monthly cybersecurity key risk indicator performance results and challenge the risk owners on unfavorable KRI results (amber and red KRI), establish root cause analysis and report on proper remediation plans to ensure risk levels remain within approved limits.

### **Risk Communication and Reporting**

- Proactively communicate with the Head Technology Risk on cybersecurity and data analytics risk issues. Escalate significant events to relevant stakeholders as appropriate.
- Produce timely and accurate monthly and quarterly (and ad hoc) reports on cybersecurity and products automated systems controls risks exposure to governance committees.
- Report to management concerning residual risk, vulnerabilities, and other security exposures, including misuse of information assets and noncompliance.
- Follow up and gather relevant 1LoD reports for 2LoD view and voice-over for consideration in Technology Risk reporting.
- Plan and concisely prepare all Technology Risk required reports with determination on report objectives, scope and structure that include but not limited to Management and Board Technology Risk reports.
- Create well structured, concise, and clear reports based on data analyses, ensuring logical information organization, finding presentation and evidence-supported conclusions. Ensure the report adhere to the bank's style guidance and formatting requirements.
- Facilitate presentation of complex data in an accessible and understandable manner using data visualization that applies visual elements such as charts, graphs, infographics and tables.
- Ensure the accuracy, integrity and the reliability of the data and information presented in the reports.

### **Risk Data Analytics**

- In consultation with relevant teams within the bank, identify areas that should be subject to risk data analytics and perform data extraction and analytics for those areas covering critical systems of the bank and report findings to RCC and EXCO on month basis.
- Research, recommend and implement relevant data analytics and risk management tools to aid in data analysis and risk management activities.
- Examine and interpret data to identify risk patterns, trends and insights.
- Assess the adequacy and effectiveness of key product related application controls and provide assurance on the risk exposure levels.
- Prepare standard scripts for data analytics for application control testing and all critical systems in the bank, foster the use of robotics in automating the risk data analytics tasks for timely risk exceptions reports.
- Provide data related issue closure validations and assurance for closed risk actions in governance committees within the bank.
- Maintain a database of identified risks and tests to be carried in data analytics from the bank's systems across the network.

### **Oversight and Coordination**

- Serve as the primary contact with the 1LoD and the business stakeholders for streamlined communication with Technology Risk.
- Support and challenge the 1LoD in their risk related activities by managing a streamlined communication with risk champions and risk owners.

- Organize and coordinate meetings between Technology Risk and relevant stakeholders within the bank.
- Collaborate with ICT management and risk champions in the identification, evaluations, reporting and management of their risks, ensuring they are fully aligned with the ERM framework and other relevant policies and procedures of the bank and regulatory requirements.
- Coordinate all interactions between ICT, the business and Technology Risk ensuring availability of information from either direction.
- Facilitate and coordinate communication with internal and external auditors for all matters on Technology Risk.
- Facilitate the identification and correction of risk defective business processes.

#### Knowledge and Skills:

- Knowledge of security issues, techniques, and implications across all existing computer platforms.
- A practical knowledge and understanding of risks, controls, risk management tools and methodologies.
- Mastery in using data analytics tools such as ACL.
- Cybersecurity frameworks such as ISO/IEC 27001, NIST Cybersecurity Framework (CSF) and CIS Critical Security Controls.
- In-depth understanding of ISO/IEC 2007 Information Security Risk Management.
- Risk & control techniques; Facilitation skills
- High personal credibility and integrity.
- Understanding of database systems such as MongoDB, MySQL, SQL server, Oracle and/or PostgreSQL.
- Ability to use tools for vulnerability management, security monitoring, access & identity management, non-personal/privileged account management and/or multi-factor authentication.
- Ability to use risk management tools, analytical and problem-solving skills
- Team player
- Good written and verbal communication skills
- Time management - ability to juggle priorities and execute at speed individually and as part of a team.

#### Qualifications and Experience:

- Holder of University Degree in Computer Science, Information Systems or other related field
- Holder of an active professional certification in Information Security including at least one of the following CISSP, CISM or OSCP.
- 3 years of combined IT and security work experience with a broad range of exposure to systems analysis, application development, database design and administration
- Previous risk management experience gained within an auditing, operational risk management or compliance/controls type role.
- Understanding of the core retail and commercial banking product set.

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Job opening date : 12-Jul-2024

Job closing date : 19-Jul-2024

To Apply, [\*\*CLICK HERE\*\*](#)

### **3. Securities Services Relationship Officer (1 Position(s))**

Job Location : Head Office

Job Purpose:

Responsible for the day-to-day running of the Securities Services Activities including among others to drive effective sales, managing existing client relationship, call reporting, Trade Settlements, Corporate Actions, Foreign exchange processing, Securities Reconciliation, Billing, Reporting, Central Depository Participant (CDP) Services, and Registry Services.

Main Responsibilities:

- Drive effective sales initiation, pipeline management, call reporting and conversion.
- Liaise with securities services Senior Managers and Operational Managers to ensure client satisfaction levels are maintained.
- Originate deals in conjunction with Senior Managers from existing and prospective clients.
- Visit existing clients on a regular basis to understand client's needs and build relationships with them.
- Monitor settlements and ensure client positions are updated on their positions.
- Monitor all upcoming corporate actions events which include equities and bonds.
- Ensure that processing/booking of FX is in line with SLA requirements and is completed accurately and timeously.
- Ensure daily reconciliation of cash and suspense accounts and positions of securities are balanced daily.
- Process clients' invoices, collections, and debtors managements/Billing management.
- Facilitate customers to invest in the government securities.
- Facilitate issuing companies on the registry services.
- Facilitate customers and NMB branch network in all activities related to Brokerage Agency
- Implement the regulatory changes that have an operational impact.

- Attend and proactively participate in all meetings / workshops / team building and provide input.
- Understand and manage risks associated with the area of responsibility and its impact on the bank.
- Ensure service is provided in accordance to agreed standard Service Level Agreement.
- Ensure queries are responded to within turn-around times, adequate resolution and follow-through.

Knowledge and Skills:

- Knowledge of the securities industry
- Knowledge of Banking products and services (including Operational products, Treasury, Custodial, Investment banking etc)
- Computer Literacy
- Ability to learn new systems/processes and to grasp instructions quickly.
- High level of accuracy and attention to detail
- Good communication skills (verbal & written)
- Strong relationship and interpersonal skills
- Excellent time management skills
- Ability to perform optimally and to remain focused while under pressure.
- Ability to work in a team.
- Acting with Integrity

Qualifications and Experience:

- Bachelors degree in business related studies
- At least 2 years' experience in custodial services/securities industry

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Job opening date : 10-Jul-2024

Job closing date : 24-Jul-2024

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