



## 1. Management Trainee (10 Position(s))

Job Location : Head Office, Hq

### **Job Purpose:**

To gain experience and knowledge required for undertaking identified roles under the guidance of line managers, program coordinator and mentors. As part of the job, he/she will perform several duties while interacting with several departments of the bank; attend intensive trainings and mentorship program which aims at developing required skills for a well-rounded employee capable of taking higher responsibilities in various banking positions.

### **Main Responsibilities:**

- Setting objectives and performance goals with the business unit supervisors and management trainee program coordinator.
- Receive training from identified parties in addition to performing duties in identified departments. This involves attending to training sessions, creating projects, oral presentations, and taking tests.
- Take initiatives to learn about functions, company policies, practices and processes which are significant to the Bank.
- Acquire knowledge of and adhere to all the standards, procedures and methods needed for departmental duties and performance.
- Undertake the assignments from time to time while observing the quality of work
- Work with and through management to develop and implement actions that protect the bank's assets and profitability.
- Select a mentor and take initiatives to meet them on a monthly basis while documenting the progress. Take full responsibility of his/her career development by actively taking part in the mentorship program - Meet regularly with her/his mentor, set clear objectives, and ensure closure. Provide feedback and recommendations for program improvement.
- Comfortably give feedback to the mentor on what is working or not working
- Support a high-performance culture by evaluating work output.
- Suggest best ways to improve performance in a bank's unit or function as soon as the area of improvement is identified.
- Prepare weekly, monthly, quarterly, and other periodic reports as may be required by the line manager or program coordinator.
- Attend to periodic evaluations.

- Responsible for working with other staff accepting delegated responsibilities and duties with the goal of learning and developing skills.
- Perform any other duties as assigned by line manager from time to time.

Knowledge and Skills:

- Driven to deliver results against challenging performance indicators.
- Ability to effectively manage multiple projects simultaneously when a need arises.
- Impeccable integrity and confidentiality
- Client focus
- Understanding of learning attitude and its importance to achieving both personal and organizational goals
- Strong communications skills
- Decision-making skills
- Problem-solving tactics
- Planning & Organizing skills.
- Taking initiatives
- Persuasiveness, persistence, and patience
- Coping with pressure
- Flexibility and adaptability
- A digital mindset
- Self-starter with the ability to prioritize.
- Ability to thrive in a fast-paced environment.
- Proven analytical, influence and negotiation skills.
- Passionate and smart working individual

Qualifications and Experience:

- Bachelor's degree – Recent graduates from a recognized University (from 2022 to 2024)
- Minimum GPA of 3.8 or equivalent for the overseas universities
- Not more than 25 years of age
- No work experience required.

*NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving gender balanced workforce.*

*Female candidates and people living with disabilities are strongly encouraged to apply for this position.*

*NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.*

Only shortlisted candidates will be contacted.

Job opening date : 19-Aug-2024

Job closing date : 02-Sep-2024

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

## 2. Senior Project Manager (1 Position(s))

Job Location : Head Office, Hq

### **Job Purpose:**

To manage the Bank's designated strategic projects and programs throughout their lifecycle and ensure they are delivered within specified timelines, budget, scope, and acceptance criteria to attain intended outcomes and outputs.

### **Main Responsibilities:**

- Develop project plans with a comprehensive list of all envisaged activities, milestones, deliverables, and their corresponding ownership.
- Manage workshops kick-off with the objective of determining project objectives, scope, approach, organization, controls, and governance framework.
- Manage the definition and approval of business requirements and the business case.
- Estimate resources, budget and participants required to achieve the project goals and motivate for their allocations.
- Establish relevant governance and communication structures for all designated projects and programs.
- Manage project risks, issues, dependencies, and assumptions by ensuring clear ownership of risk events and timely escalation to appropriate level of management where necessary.
- Communicate progress to all relevant stakeholders, monitor progress against the project plan and institute corrective measures in the event of any deviations.
- Manage changes to project scope, budget, timelines, and acceptance criteria in line with the agreed process.
- Facilitate development of the testing strategy and plans.
- Organize relevant testing resources e.g., testing environment, facilities etc.
- Oversee the execution of test strategy and plans which shall include system integration tests, security tests, user acceptance tests and obtain sign offs of testing results.
- Facilitate project closure workshops and ensure lessons learned are identified and used to improve future practices.
- Develop and agree with relevant stakeholders on an appropriate project benefits management framework and subsequently oversee a smooth handover of the framework to the designated benefits manager.
- Ensure an effective maintenance and support model is established and handed over to those responsible for its operation.
- Produce project closure reports and secure approvals from relevant executives.
- Provide leadership and direction, mentoring, coaching, training, motivation and performance management over designated project managers and officers.
- Guide the designated project managers and officers in adhering with provisions of the bank's established project governance framework, management methodology, best practice, internal Governance, and applicable regulations.
- Serve diligently as chairperson of project/program working committees and secretary of project/program steering committees.

### **Knowledge and Skills:**

- Understanding of banking processes, systems, and processes
- Business process re-engineering skills.
- Business analysis skills.
- Interpersonal and customer service skills.
- A proven self-starter with ability to work under high pressure environment.
- Planning, organization, and multitasking skills.
- Report writing and presentation skills.
- People management skills.
- Ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.

Qualifications and Experience:

- Degree in Information and Communication Technologies (ICT), Business Administration or related field.
- PMP Certification and other recognized project management and business analysis methodologies e.g., AgilePM; PGMP; PRINCE2; CBAP, etc. is mandatory.
- Sound project management, business analysis background and practical application in a busy large corporate setting with at least 5 years' experience in management of significant projects and programs.

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### **3. Senior Relationship Manager; Corporate Banking (1 Position(s))**

Job Location : Head Office, Hq

#### **Job Purpose:**

To develop, maintain and grow relationships with a portfolio of corporate clients, while developing, improving, promoting, and selling NMBs products and services to ensure that NMBs current and future Corporate Customers find solutions for their financial needs.

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#### Main Responsibilities:

- Develop and maintain close relationships with NMBs current, prospective, and future corporate clients through communication, client visits, and other relationship building mechanisms.
- Find solutions for customers' financial needs, including investment, borrowing and transactional banking solutions.
- Benchmark NMBs products and services with those of the competitors in the market and identify strategies on how best to sell to the customers.
- Proactively involve the Senior bank executives in engagement with key corporate clients.
- Monitor clients in the portfolio and keep records on the development of the clients' business.
- Partner with the Product team and other internal staff to deliver clear accounts plan that is based on understanding of client needs and provide appropriate solutions for clients across relevant products.
- Manage the development of prudently priced assets, cost effective long-term liability with reputable companies and organizations.
- Maintain a high quality of the asset book, ensure excellent performance and maximum returns of the portfolio.
- Adhere to high professional standards and strive to provide quality services and competitive pricing to clients.
- Identify and develop a target pipeline and aggressively market for new profitable customers from the identified target sectors and exploit cross selling opportunities.
- Gather information that is needed to prepare and assess credit applications.
- Proactively manage client portfolio in compliance with regulatory environment.
- Maintain high standard of operational controls including adherence to risk management and compliance guidelines.
- Embed NMB values and code of conduct by ensuring adherence to the highest standards of ethics with relevant policies, processes, and regulations.
- Consult with staff in Risk, Credit, Legal and Compliance to ensure that the portfolio remains credit worthy and within the policies of the bank.
- Agree targets and take accountability for the overall achievement of performance objectives in corporate banking.
- Participate in various bank projects necessary for the bank's betterment in service provision to clients.
- Keep up-to-date with industry trends by following up on the developments in the market, networking, and reading market-specific newsletters, visiting websites, etc.

#### Knowledge and Skills:

- Business understanding of the bank's customer base, market segments, products & services.
- Knowledge of government policies related to Banking, BOT regulations, bank policies & procedures.
- Technical Customer Relationship Management.
- Behavioral Building Positive Working Relationships, Coaching, Communication, Building a Successful Team, Facilitating Change, Decision Making, Developing Others, Leading through Vision & Values, Formal Presentation, Planning & Organizing.

#### Qualifications and Experience:

- Bachelor's degree in Economics, Business Administration, Finance, or related fields of study.
- A minimum of 7 years' experience in Relationship Management of Large Corporates/Emerging Corporates/SMEs/Branch Management/Business Centre management.
- Experience in Credit assessment and management.
- Experience with various banking solutions required by corporate customers.

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