



1. Business Analyst CUM Project Manager (1 Position(s))

Job Location : Head Office

Job Purpose:

Ensure business needs are addressed through definition and implementation of correct functional and technical requirements, proper translation of the requirements into functional and technical specifications and testing of delivered solutions to meet the required quality standards.

Main Responsibilities:

- Manage project schedule, scope, cost, quality, risks, procurements, change and stakeholders as per the approved project baselines.
- Document and prioritize the functional, business process and non-functional requirements that address the needs of project stakeholders.
- Collaborate with project sponsors to determine project scope and vision.
- Translate conceptual customer requirements into functional requirements in a clear manner that is comprehensible to developers/project team.
- Review solution designs as well as functional and technical specification documents.
- Work with functional leaders to help develop business case for additional software development and/or acquisition.
- Create and maintain the product backlog and design board to monitor project scope.
- Participate in Unit and QA testing to ensure features and functions have been enabled and optimized.
- Update/Create end user and technical guides as part of a given software release.
- Organize and facilitate kick off workshops with the objective of determining programs and respective projects' objectives, scope, approach, organization, controls, and governance framework.
- Facilitate development and approval of the business case and business realization plan
- Estimate resources, budget and participants required to achieve the program goals and motivate for their allocation.
- Establish relevant governance and communication structures for all designated programs and respective projects.
- Serve diligently as chairperson of the program working committee and secretary of the program steering committee.

- Manage program risks, issues, dependencies, and assumptions by ensuring clear ownership of risk events and timely escalation to appropriate level of management where necessary.
- Manage changes to program scope, budget, timelines, and acceptance criteria in line with the agreed process.
- Facilitate development of test cases and scenarios.
- Oversee the execution of system integration, security, and user acceptance testing.
- Facilitate the programs and respective projects' closure workshop and ensure lessons learned are identified and used to improve future practices.
- Ensure an effective maintenance and support model is established and handed over to those responsible for its operation.

Knowledge and Skills:

- Solid knowledge of banking processes and operations.
- Extensive business analysis skills.
- Extensive test management skills.
- Extensive process documentation and mapping skills.
- Excellent interpersonal skills; Good verbal, written and presentation skills.
- A proven self-starter with ability to work under high pressure environment.
- Excellent planning, organization, and multitasking skills.
- Computer literate with excellent working knowledge of all relevant project software.
- People management skills

Qualifications and Experience:

- Bachelor's Degree in Information and Communication Technologies (ICT), Engineering, Business, Accounting, or related field.
- Certifications in Business Analysis Frameworks and one of the recognized project management methodologies.
- Sound Business Analysis and Project Management background with practical application in a busy large corporate setting for at least 5 years.
- Experience working with Agile/Scrum methodologies.
- Experience with ERP systems implementations especially on procure to pay business process.

NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a 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 : 05-Sep-2024

Job closing date : 19-Sep-2024

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2. Manager; Financial Crime Controls (1 Position(s))

Job Location : Head Office

Job Purpose:

Ensure financial crime risks in each stage of the customer lifecycle and in business processes are identified and understood and that appropriate controls are in place. The job holder will work with key stakeholders to fully understand the nature of the bank's financial crime risk exposure and promote, embed and support an open and participative culture that champions proactive risk management, governance and control.

Main Responsibilities:

- Ensure there is adequate support (people, processes, tools, frameworks, systems) in the Unit for necessary Financial Crime Compliance (FCC) controls and oversight.
- Develop, keep up to date and recommend enhancement of appropriate policies / processes to address financial crime risks, aligning with relevant regulatory requirements.
- Develop a good understanding of the bank's range of products and services.
- Coordinate and direct the implementation of an effective AML transaction monitoring alert analysis and suspicious activity investigations program to ensure compliance to relevant AML / Sanctions laws and regulations.
- Maintain a current understanding of transaction monitoring policies and procedures, industry best practices, criminal typology and developing trends.
- Monitor potentially suspicious patterns of activities and recommend changes to rules, parameters, and thresholds maintained within the transaction monitoring system to ensure its continued effectiveness.
- Design and implement transaction monitoring techniques to support identification of risks around money laundering, terrorism financing, economic sanctions, frauds and other financial crimes consistent with the bank's Financial Crime Compliance Risk Governance Framework.
- Understand the technical aspects of systems relevant to CDD, Client Risk Assessments, Name and Transactions Screening, Transactions Monitoring and Case Management.
- Ensure that detected information regarding AML and Sanctions violations are effectively communicated to the Head FCC (MLRO) in a timely manner per agreed SLAs.
- Provide regular reports and communication on the status and health of the AML transaction monitoring alert analysis and suspicious activity investigations program to the Head FCC and the Chief Compliance Officer.
- Develop responses and plans to remediate self-identified issues as well as those raised by audits and regulatory examinations.
- Oversee and ensure the production of timely and effective AML transaction monitoring-related management information ("MI") and other applicable information to the Head FCC.
- Processing and concluding cases allocated in a timely manner within the agreed TATs whilst maintaining quality control / assurance results.
- Make recommendations (and /or implement) to relevant stakeholders on possible risk management responses to identified risks and /or findings of concerns from investigations.
- Assess financial crime risks arising from products, segments, geographies, customers, and transactions, and advise the relevant stakeholders on outcome of such risk assessments.

- Liaise with national / international law enforcement agencies and financial industry representatives to proactively identify financial crime trends and organized criminal attacks for development and implementation of appropriate mitigation control measures.
- Ensure that the relevant lists and database as used by the screening systems are up to date.
- Be accountable for identification and escalation of potential FC risks and issues to senior management through appropriate governance channels and the quality assurance framework.
- Coordinate relevant Financial Crime risk trainings to develop and maintain knowledge, skills and capacity.
- Promote and embed a culture of openness, trust, and risk awareness, where ethical, legal, regulatory and policy compliant conduct is a norm.
- Stimulate an environment where forward planning, prioritization and deadline management lead to efficient work practices and streamlined operational activities and processes.

Knowledge and Skills:

- Good understanding and appreciation of financial crime risk management practices.
- Good knowledge and understanding of applicable regulatory requirements and banking laws.
- Expert knowledge of AML transaction Monitoring systems, analytical and investigative processes, and reporting requirements.
- Strong analytical skills and confidence in probing data, processes, and interviewing stakeholders.
- Excellent oral and written communication skills – ability to present complex information clearly and concisely.
- Highly organized individual, with ability to multi-task.
- Proactive and creative approach to work, self-motivated and pragmatic.
- Sharp business acumen, including the ability to assess risks.
- Self-empowered to enable development of open communication, teamwork and trust that is needed to support true performance and customer service-oriented culture.

Qualifications and Experience:

- Bachelor's Degree in Law, Banking, Economics, Finance, or related fields.
- Professional qualifications in financial crime compliance (e.g. CAMS / CFE) will be an added advantage.
- At least 5 years' experience in risk management, governance, compliance, financial crime compliance or any other related fields.
- Experience in designing and implementing programs, policies, and procedures that will ensure compliance with local and international standards and best practices.
- Experience in conducting financial crime related investigations, including frauds.

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Only shortlisted candidates will be contacted.
Job opening date : 03-Sep-2024

Job closing date : 17-Sep-2024

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