



Job Description

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Job Title Chief Executive Officer	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Managing Director / CEO	Industry Banking

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 15 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Chief Executive Officer will be responsible for the overall management of the Bank, its internal controls and strategic planning all aimed at efficient and profitable operations and management of the Bank .

The position ensures that all strategic and operational aspects of the Bank's activities operate in a safe and sound manner in the best interest of shareholders, the Board of Directors, customers and employees.

Responsibilities

Overall Management and Governance

Outputs to deliver this accountability:

- Execute the strategic and policy decisions of the Board.
- Manage the day-to-day operations of the Bank by providing quality leadership and guidance to all functions of the Bank.
- Initiate cross-functional cooperation and communication.
- Achieve business plan targets.
- Set performance contracts and monitor performance per procedure for the senior management team.
- Implement the performance management system for the senior management team; and
- Coordinate and supervise operations of branches.

Control and Risk Management

Outputs to deliver this accountability:

- Uphold high standards of risk management at all levels and ensure effective supervisory control and management review.
- Create awareness of financial control measures and consider the financial obligations of all business decisions.
- Ensure sound financial recording/reporting and optimal management of business and legal risks.
- Ensure effective implementation of all internal audit recommendations; and
- Oversee the application of the Bank's policies, norms and procedures.

Developing of Management Teams and Staf

Outputs to deliver this accountability:

- Build a strong and effective senior management team.
- Create and engender a team spirit among the Bank's staff to improve the quality of the Bank's services and improve its efficiency and effectiveness; and
- Develop and implement a succession plan.

Leadership and Relationship Management

Outputs to deliver this accountability:

- Build the banks reputation as a Bank committed to excellent client service, both internally and externally.
- Maintain solid relations with shareholders and external parties including donors, the Bank of Tanzania, the Government of Tanzania and other business partners; and
- Facilitate exchange of experience with other financial institutions.

Strategic and Financial Planning

Outputs to deliver this accountability:

- Develop annual and longer-term plans and budgets, incorporating input from different departments represented on the senior management team, for approval by the Board of Directors.
- Oversee the implementation of budget and strategic plans.
- Approve bank expenses within the budget parameters; and
- Fulfill other functions and duties as required by the Board.

General Management

Outputs to deliver this accountability:

- Lead the senior management team.
- Appoint staff outside the senior management team.
- Supervise staff and ensure that they are well motivated.
- Mentor and coach staff.
- Delegate effectively and encourage feedback and review all operational areas.
- Report and internal control deficiency to the Board and the auditors; and
- Control the institution's expenses and investments.

Education & Qualifications

- Bachelor's degree from a recognized higher learning Institution.
- Master's degree in relevant fields obtained from a recognized higher learning Institution.
- Professional Qualifications/Certifications in relevant filed is preferred.

Requirements

- At least fifteen years of work experience in banking industry which should include a minimum of five years in senior managerial position.
- Similar work experience in a position of Managing Director/ Chief Executive Officer is preferred.

Characteristics

- Excellent leadership
- Excellent managerial
- Excellent analytical, problem solving and decision-making
- Strong strategic orientation and competence in translating the board strategic decision into well-thought-out actions.
- Strong negotiation and client management
- Strong oral and written communication
- Impeccable integrity or business
- Strong inter-personal skills and ability to develop and foster meaningful relationship with relevant stakeholder.

Reporting To

- Board of Directors

Driving Licence

Not Required

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