



Job Description

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Job Title Head of Corporate Banking	Job Location Dar es Salaam	Category Relationship Management, Sales
Job Type Full Time	Job level Head of Department	Industry Banking
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 10 Years
Secondary Industry -	Primary Category Relationship Management: 10 Years	Secondary Category Sales: 10 Years
Certificate -	Qualification -	

Summary

- Ensuring the overall management, development and staff performance handling accountability
- Exerting the right to delegate powers in compliance with safety and risk rules and procedures
- Assessing and monitoring commercial risks and collection
- Ensuring a harmonious management and resources (human and equipment) of the Branch
- Representing the Bank towards the authorities

Responsibilities

Business Planning and Management:

- Effective Management of Enterprise Customers through acquisition growth, relationship building and Risk
- Manage performance of the loan portfolio under your jurisdiction
- Effective communication and implementation of information, policies & procedures
- Manage the commercial potential of different sectors and support acquisition
- Plan duties related activities and those of Relationship Managers & Relationship Officers
- Manage and ensure Business Centre achieves set targets on Assets, Liabilities and Off-Balance Sheet targets set by the bank
- Structure Business Centres network: resources organization in coordination with other departments
- Coordinate Business Centres network: communication management, identification of training needs of commercial teams and validation of training plan proposed by Human Resources Department
- Set up the Business Centre's annual sales objectives, monitor results and implement corrective action
- Hold monthly meetings with Business Centre Managers, consolidate commercial dashboards and monitor achievements monthly compared to targets & action plans
- Organize employees tasks and ensure attending staff is accurate to the work load
- Conduct benchmark studies in coordination with the Marketing & Communication Department
- Manage staff vacations
- Manage coordination with other entities of the Bank
- Identify staff training needs
- Ensure the building, materiel & furniture cleanup & maintenance

Risk Control:

- Gives assistance to the Team in risk appraisal
- Signs all credit applications

- Ensures respect and compliance to procedures
- Participates to the debt collection process

Steering & Coordination:

- Gives support to Relationship managers in organisation of their tasks
- Cooperates with Sales coordinators in analysing sales performance of BC and of each Relationship Manager
- Participates to sales actions (joint visits) of RMs for important customers and prospects
- Animates meetings with Commercial Team and Back Office team
- Shares with its teams the Bank's strategy and orientations
- With Customer Service Manager, sets up internal organisation in order to optimize resources
- Identifies needs for training of employees, and consolidates training plans
- Evaluates each member of the BC's Team

Safety:

- Ensures that staff are well aware of rules in term of safety of people, goods & building
- Ensures safety system is working well

Education & Qualifications

- Degree in Finance, Marketing, Commerce or Banking, Master's Degree is an added advantage
- Banking experience of 8 years and above is an added advantage
- Credit Analysis and Credit Management skills
- Knowledge of general banking operations
- Sense of listening & dialog, convincing ability, sales-oriented personality
- Customer Service skills
- Good selling, negotiation and networking skills
- Risk sense, profitability caring
- Initiative spirit, rigour, organisation creativity
- Positive and flexible attitude towards change and competition
- A high level of innovativeness and creativity
- Out-going, self-motivated, assertive and proactive
- Computer literate in all Microsoft Products
- A high level of integrity

Requirements

- Team management
- Excellent interpersonal and communication skills
- Conflict resolution and problem solving skills
- Decision making skills
- Creativity and innovation skills
- Personal effectiveness
- Coaching & coordinating
- Banking techniques, good knowledge of applicable legal rules & procedures
- Good knowledge of safety rules & systems

Reporting To

- General Manager: Commercial

Driving Licence

Not Required

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