



Job Description

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Job Title Head of Corporate Banking	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Head of Department	Industry -

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Head of Corporate Banking will be responsible to:

- ensure the overall corporate banking 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 department
- Representing the bank towards the authorities
- Effective Management of corporate Customers through acquisition growth relationship building and Risk Management.

Responsibilities

Business Planning and Management

- Organizes employees tasks and ensures attending staff is accurate to the work load of the department.
- Ensures coordination with other entities of the Bank
- Marks the boundary of branch geographic sectors
- Communicates and circulates information, notes & procedures within the Corporate Banking staff
- Manage the commercial potential of different sectors and support acquisition
- Plans duty-related activities and those of Relationship Managers & Relationship Officers
- Manages the staff's leave utilization as per policy guideline
- Identify needs for staff training and implementation.
- Ensures the building, materiel & furniture cleanup & maintenance
- Manage and ensure corporate department achieves set targets on Assets, Liabilities and Off-Balance Sheet targets set by the bank
- Set up the corporate banking annual sales objectives, monitor results and implement corrective action
- Hold monthly meetings with corporate banking team, consolidate commercial dashboards and monitor achievements monthly compared to targets & action plans
- Conduct benchmark studies in coordination with the Marketing & Communication Department
- Supervise performance of the loan portfolio

Risk Control

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

- Ensures respect and compliance of 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 corporate banking 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
- Evaluates each member of the corporate banking team performance

Safety

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

Education & Qualifications

- A relevant Degree in Finance, Marketing, Commerce or Banking
- A master's Degree is an added advantage

Requirements

- Banking experience of 8 years and above an added advantage
- Knowledge of general banking operations
- Computer literate in all Microsoft Products

Characteristics

- Credit Analysis and Credit Management skills
- 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
- Analytical and numerical skills
- A high level of integrity
- 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

DMD - Commercial

Driving Licence

Not Required

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