



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Manager Transaction Processing	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Manager	Industry Banking

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 7 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Provide leadership to the transaction and processing unit for both Clearing Instruments and transaction processing. Ensure timely presentation of ACH file to TACH as per defined settlement sessions, accurate updating bank internal clearing system and prompt settlement of Electronic Fund Transfer, Bulk upload, Salaries processing and Cheque Transactions.

Responsibilities

Financial: 30%

- Maintain Quality of clearing services to internal and external stakeholders
- Expense operations & IT strategies Management goals in transaction processing unit
- Manage transaction processing Unit Risks through continuous evaluation of the operating environment, development and review of processes and procedures to reflect the changing practices and technologies.
- Ensure minimum or zero Operational losses & Penalties due to failure to participate in settlement sessions
- Ensure reconciliation of all clearing suspense and wash accounts is done daily and outstanding items cleared immediately
- Ensure at least Satisfactory Audit rating is the transaction processing unit

Internal business processes: 40%

- Effectiveness of Clearing Service Operations Structure and systems (policies, processed, procedures, and tools) in achieving compliance requirements, optimal efficiency, resource utilisation and cost containment
- Co-ordinate all branches to capture outward clearing cheques in compliance with TACH rules
- Oversee daily clearing activities and ensure timing processing of cheques, Unpaid and Electronic fund transfers/Salaries as per TACH session as well as defined TAT.
- Ensure clearing unit is operating in adherence to laid down TACH Clearing rule and regulations
- Ensure that all Manual Transaction instructions are processed within SLA.
- Continuously review Clearing Processes efficiency with a view of enhancing productivity
- Ensure that approved new initiatives within and outside the bank are delivered

Customer: 20%

- Standards or benchmarks of clearing services to internal and external customer s
- Maintain good and close relationship with other Clearing Member Banks to enable faster resolution of issues and follow-up of complex inquiries referred by branches and other units

Learning and growth: 10%

- Quality leadership throughout the transaction and processing services which translates into conducive work environment and employee satisfaction
- Adequacy of personal and staff competence to effectively perform processing Services Activities
- Ensure that transaction processing Unit is well staffed with correct resources that are well trained with appropriate skills and competencies.
- Undertake regular transaction processing operations training to branch staff to improve on efficient and effective operations at Branch level.
- Implementation of change and capability development programs

Education & Qualifications

Bachelor's Degree in Banking; Business, Finance, Accounting or a related field

Requirements

Professional:

- Relevant professional banking qualifications would be added advantage

Desired work experience:

- Seven years' experience in banking operations with relevant experience in clearing services.
- Three years' experience in supervisory role
- Knowledge of TACH rules
- Practical experience in use of MS Office applications

Characteristics

Technical Competencies

- Clearing & TACH rules Knowledge
- Bank product Knowledge
- People Management
- Report Writing
- Managing Performance
- Coaching and Mentoring

Behavioural Competencies

- Adaptability/Decisiveness
- Initiative/Perseverance
- Interpersonal Skills
- Creative thinking
- Organisational Skills
- Stress Management
- Team Building

Reporting To

Head of Technology & Operations

Driving Licence

Not Required

To Apply for This Job [Click Here](#)