Job Description

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

Job Title
Organization Excellence Manager

Job Location
Dar es Salaam

Category
Performance Management

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: 5 Years

Secondary Industry
-

Primary Category
Performance Management: 5 Years

Secondary Category
-

Certificate
-

Qualification
-

Summary

- Define an organizational structure which drives productivity.
- Developing effective coordination and communication within the organization.
- Dedicate time to finding the right staff and developing their skills base.
- Embracing wider societal and ethical developments.
- Planning, organizing and developing strategies for maximum efficiency and functioning of the Company in line with best practice and company’s long-term strategic plans.
- Manage and promote quality organization Culture for excellence.

Responsibilities

- Formalize procedures according to new business and support needs which are compliant with bank's Group standards.
- Incorporate changes required by Central Bank and other regulatory authorities into the Bank’s relevant procedures.
- Harmonize policies and procedures with that of Group.
- Identify systematically the first and second levels controls.
- Analyze and assess periodically operational and support procedures, tools, forms.
- Make improvement recommendations of the process optimization/reengineering, processes automation, development and refinement of policies and procedures when and where necessary.
- Lead the thinking and execute programs that enable heads of department to excel in achieving the organization business strategies.
- Manage organizational projects led by the bank and/or Group
- Structure the project with the selected project leader: scheduling, budget, resources, governance rules e.t.c.
- Act as a project management officer of all the projects led by the company and/or Group.
- Provide reports to the steering committee and or executive management on the progress and results of the projects for determining proper support needed to offer.
- Serve as an agent of change in support of new and existing projects.
- Plan and manage Trainings for excellence performance of the company.

Education & Qualifications

- A University degree in Social Sciences, Business Administration, Project management and or any related field.
- A postgraduate degree/Masters of the same in Business and or Project Management is an added advantage.
- A minimum of 4 years' experience of which 2 should be in Project Management is an added advantage

Requirements

- Thorough understanding of principles, practices and Techniques in Organizational development and management
- Good knowledge of Microsoft excel, word, visio e.t.c
- Excellent Oral & written communication skills
- Ability to work within stretched targets and deadlines and ensure deliverables are met.

Characteristics

- Strong knowledge of products and services offered by the Company at regional and group level.
- Deep knowledge of Company's` business lines and IT project management skills.
- Experience of project management in several fields.
- Multiple skills in managing a variety of programs.
- Good writing and presentation skills.
- Ability to maintain continuous contact with individuals at all levels.
- Ability to work equally effectively in team bases environments as well as on tasks which requires high level of initiative, autonomy and independent thought
- Conception and synthesis ability

Driving Licence

Not Required

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