



Job Description

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

Job Title Relationship Manager - Arusha	Job Location Arusha	Category -
Job Type Full Time	Job level Manager	Industry Banking, Finance Services
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 3 Years
Secondary Industry Finance Services: 3 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

Maintain and manage portfolio, build and sustain relationships with existing and new prospective clients as well as represent the Bank in the market.

Responsibilities

Relationship Management:

- Manage a portfolio of existing clients and cross sell of Bank's products to enhance relationship as per the personal score card.
- Identify and acquire new prospective clients in order to grow the credit portfolio
- Regular monitor and follow ups on irregular accounts and excess drawings to ensure that the health of the portfolio is maintained
- Regular client visits for inspection/relationship maintenance in liaison with the supervisor including conducting periodic review of debenture assets e.g. stocks and submit the call report accordingly.

Credit Management:

- Provide support to the credit risk team by ensuring submission of relevant information for preparation of credit applications
- Follow up on timely submission of executed security documents and offer letter after a credit proposal has been approved

Compliance:

- Regular monitoring of compliance with board or management credit committee (BCC/MCC) directives
- Ensure the credit approval conditions and covenants are met by clients as per the Bank's requirements

Risk Management:

- Update and maintain risk procedures and systems with respect to risk identification, risk assessment, risk monitoring, risk mitigation strategies and risk reporting
- Ensure effective adoption and utilization of risk management tools
- Drive remediation of risk management exceptions identified during audit or risk reviews
- Promote risk management culture

Reporting:

- Monitor submission of insurance, valuation reports and financials for debtors, creditors and stock list etc.
- Ensure timely submission of call reports and any other reports from time to time

Administration:

- Support the head of business development in preparing and providing inputs for relationship-related budget for board approval
- Overall in charge of staff within department including leave management, performance appraisal, training, coaching and mentoring within department
- Perform any other duties as may be assigned by the immediate supervisor from time to time

Education & Qualifications

- Bachelor's degree in Business Administration, Finance, Economics, Marketing or any other related field

Requirements

- A minimum of 3 years of working experience at Senior Officer level

Reporting To

Head of Corporate Banking

Driving Licence

Not Required

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