



Job Description

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|---|--------------------------------------|--|
| Job Title Trade Finance Operations Supervisor | Job Location Dar es Salaam | Category Finance, Operations |
| Job Type Full Time | Job level Supervisory | Industry Banking, Banking |

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

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

Summary

The role holder will be responsible for suggesting and implementing foreign operations policy as approved by Senior Management and prompt processing of all foreign currency transactions.

Responsibilities

- Handling all trade finance related function for the bank.
- Ensure error-free and timely processing of all transactions related to trade finance.
- Processing of documentary credits with the current uniform customs and practices (UCP 600).
- Ensure all import collections, export collections are processed as per URC522.
- Ensure verification of the previous day's work is done on the following day.
- Responding to all queries from internal and external customers.
- Supervising and ensuring the balancing of various internal accounts related to trade finance transactions.
- Training of departmental staff on various trade finance products and processes.
- Timely reconciliation of Nostro accounts.
- Identify and implement improvement in your area of work.
- Assist trade finance Manager (Foreign Ops Manager) on the proper and effective administration of the department.
- Ensure compliance with regulatory and bank policies and procedures.
- Preparation of proof samples and any other job assigned by Supervisors.

Education & Qualifications

- A degree in Banking, Commerce, Business Administration, Social sciences, Finance, Accounting, Economics, or any related course.
- Additional training on Lc's and Collections instruments (UCP 600, URC522).

Requirements

- A minimum of 3-4 years experience in a commercial bank of which at least 2 years should have been in the Trade finance or Operations section.

- Thorough knowledge of banking operations (Domestic & International).
- Products knowledge.
- Banking techniques, good knowledge of applicable legal rules & procedures.

Characteristics

- Excellent customer service.
- Team building / Conflict management.
- Communication (oral & written).
- Leadership , Coaching, Organization, and coordination skills.
- Good communication and interpersonal skills.
- Team player.

Driving Licence

Not Required

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