

# JOB ADVERT

**Position:** Divisional Head – Commercial Banking (Marketing Role)

**Direct Report:** The Managing Director

## **Divisional Functions:**

- Drive and achieve set revenue & PBT targets
- Drive for growth in liabilities and assets for the Division as per set targets
- Ensure that the financial institution's core values are upheld at all times

## **Summary of Role:**

- Responsible for strategic management of resources to achieve set goals
- Formulate business objectives/goals and ensure attainment of same, achieving and surpassing bank target/goals
- Coordinate and develop businesses in the Division for optimal results
- Monitor Group Heads in line with achieving monthly pledges and full year budgets
- Drive creation of new business development amongst business units
- Staff training and development

## **Regular/Routine:**

- Relationship calls to key customers of the Division, with Group Heads, Relationship Managers and Account Officers
- Review of credit write-ups and memos to ensure compliance with the bank's Credit Policy Guide (CPG), and concurrence of documents for further approvals.
- Coordinate weekly and monthly meetings to monitor groups and teams in line with budgets.
- Coordinate monthly training sessions for the Division members
- Staff development and training
- Ensure full application of all the governing regulations and internal procedures in dealing with customers
- Complaint Management: Resolve customer complaints and issues same day, with the various units/departments as far as possible
- Monitor reports on PEPs, past due loans, and unauthorised overdrafts
- Any other task as may be assigned by the Managing Director

## **SPECIFICATIONS:**

**Qualifications:** First degree (B.Sc.), relevant professional certification(s) and a master's degree

**Minimum Experience:** Has a minimum of 8 years' experience with a financial institution and this must include at least 5 years at management level

### **Required Knowledge, Skills and Abilities:**

- Leadership and People Management Skills
- Effective Communication skills
- Credit Analysis
- Technical Skills
- Coaching and Mentoring skills
- Business Development skills