



Mwangi Hakika Bank Limited (MHB) is a fully-fledged Commercial Bank and 100% owned by local Tanzanians. We have exciting opportunities for enthusiastic and committed individuals to join our dynamic and growing team in the following open vacancies:-

## 1. JOB DESCRIPTION – TRADE FINANCE OFFICER - SALES

### JOB PURPOSE

To contribute to the attainment of company goals and objectives through properly maintaining and growing off-balance sheet transactions. Play a crucial role in expanding the bank's trade finance portfolio, fostering client relationships, and ensuring the effective delivery of trade finance solutions.

### SUMMARY OF THE KEY DUTIES AND RESPONSIBILITIES

#### Responsibilities

- Responsibility for Trade Sales across Corporate & Retail segments.
- Assist Senior Manager Trade Finance for management of the Trade Finance Budget in collaboration with the relationship management teams in the respective business units/segments.
- Advising and structuring for International Trade & Commodities Finance and Correspondent Banking relationships.
- Provide necessary support to the relationship teams through sales materials, sales drives, etc. to ensure sustainable growth of Trade funded and NFI numbers.
- Work with Senior Manager Trade Finance to develop sales pipelines of trade-related business in line with overall Account Plans.
- Maintenance of the existing client base and acquisition of new businesses from the market.
- To structure Working Capital solutions and sell Trade solutions to new and existing Customers within Retail & Corporate Banking segments.
- Ensure adherence to statutory and bank legal requirements concerning operations in the Trade Finance back office.
- Provide support for approvals for concessionary pricing of both funded and non-funded Trade finance products to business units and operations.
- Gather market intelligence continuously and leverage the information to
- Ensure the Bank remains competitive from a pricing and product perspective.
- Keeping up-to-date with changes in international trade regulations and financial Markets, and advising the organization on the potential impact of those changes.
- Maintain and improve efficient service level-related operations and processing to quality objectives.
- Regularly identify, measure, monitor, and control the overall levels of risks in the Trade Finance business.
- Responsible for regular reviews and updates to ensure risk management adaptation to the changing business environment.
- Support in the development of policies and procedures for structured Trade finance and Trade products that have been customized for use by the various business units.



- Maintain a reporting schedule of defined Key Risk Indicators and measure performance against these every month to reduce possible losses due to omissions and mistakes.
- Periodically review and support in development of Structured Trade Finance Procedures and processes to mitigate against inherent risks using a solid understanding of the working capital cash conversion cycle and be able to effectively quantify and relate how our Supply Chain Finance and/or traditional Import LC or Export LC
- Solutions would improve a company's working capital metrics.
- Coordination of utilization reports for Structured Trade Finance facilities between the Trade finance back-office, the relationship management team(s), and credit risk for purposes of monitoring.
- Ensure that the Bank remains reasonably unexposed to any undue risks, by collecting,
- Collating and analyzing market-related intelligence information for use by the Bank.
- Any other job assigned by supervisors.

### KEY COMPETENCIES REQUIRED AND ACADEMIC BACKGROUND

#### A: Required Qualifications

- Bachelor's degree in Finance, Business, Marketing, or a related field
- Proven experience in trade finance sales or a related field
- An additional qualification in the Banking industry
- Certification in trade finance is an added advantage
- Post Graduate Diploma /MBA is an added advantage.

#### B: Required Experience:

- 2 to 3 years of experience in a banking environment.

#### C: Required knowledge and skills

- Thorough knowledge of banking operations (domestic and international)
- Management skills
- In-depth understanding of trade finance products, instruments, and documentation.
- Excellent customer service capabilities
- Strong analytical, negotiation, and problem-solving skills
- Oral & written communication
- Documentation and process management skills
- Analytical skills/problem-solving
- Team building/conflict management

### KEY BEHAVIORS COMPETENCY NEEDED

- Self-driven and results-oriented
- Possess a high level of integrity
- Ability to lead, coach, and grow a team of banking professionals
- Good communication and interpersonal skills
- Organization and coordination skills

Interested candidates are requested to submit their applications to [career@mhbbsbank.co.tz](mailto:career@mhbbsbank.co.tz).  
The deadline for application is **March 21, 2024**. Only shortlisted candidates will be contacted.

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