

Career Opportunities

Applications are invited from suitably qualified candidates to fill the positions below tenable at various locations:

1. Agency Managers

Reporting to the Regional Manager, the successful candidates will be responsible for business development, profitability and productivity of the Agency while ensuring efficient and effective delivery of services to all customers.

Key Responsibilities:

- Execution of branch sales plan as per sales targets
- Improve customer experience at Branch delivery channels
- Preparation, monitoring and control of branch budgets
- Adherence to Agency ambience standards
- Monitoring internal controls to ensure their adequacy and effectiveness
- Develop and nurture business relationships with the clients, ensuring that the strategy and objectives of the bank are achieved
- Driving customer acquisitions and /or sales to enable the bank to achieve its growth targets in line with the agreed financial plan
- Liaising with Credit department to initiate and conclude credit sales
- Portfolio risk management and regulatory compliance

Personal competencies

- Leadership Skills
- Attention to detail with excellent research and problem-solving attributes
- Self-starter and mature
- High level of professionalism, assertive, self-motivated and sense of urgency

Qualifications and Experience

- Degree in Banking, Commerce, Business Administration, Economics or related degree from recognized institution
- A seasoned banker with minimum 5 years of experience in relationship management, and/or marketing/selling. General banking experience will be an added advantage
- At least 1 year credit experience
- At least 3 years proven record of people management skills

2. Assistant Manager Credit

Reporting to the Branch Sales and Service Manager, the successful candidate will be responsible for credit proposal processing, perfection, monitoring, control, regularization, reporting and other customer needs assessments and advice.

Key Responsibilities

- Processing credit proposals for retail customers
- Processing of daily referrals of clearing cheques
- Processing of daily cheques presented at the branch counters
- Sending renewal notification letters with details of requirements to customers
- Regularization of special mention and substandard accounts pending T's and Cs
- Timely repayments of credit facilities
- Excess management (avoiding aged excesses)
- Verifying limit loaded
- Arrears follow up
- Non-performing facilities including call report submission with action plans
- Submission of inspection report on pledged properties
- Recommending & writing off inactive accounts

Technical Skills/Competencies

- Effective communication & leadership skills
- Effective decision making
- Financial acumen
- Relationship management
- Credit risk management
- Business savvy

Qualifications and Requirements

- Bachelor's Degree in Accounting or equivalent
- Should have worked at managerial role in one of the previous roles
- At least 5 years' experience in business development environment at management level

Applications

If you meet the above minimum requirements and are interested, please send your applications with an up-dated CV to Human Resources Department at Head Office or e-mail to:

firstcapitalbank.vacancies@firstcapitalbank.co.mw

not later than 7th July 2022.

Only short-listed applicants shall be acknowledged.