

Our client is a Namibian company that has its' origins in Angola. One of the companies in the Group is the largest privately-owned entity in Angola in terms of business units' coverage, with more than 220 branches across the country, and is one of the leading entities by way of total assets. Their brand positions itself as a commercial bank which is customer focused and that specialises in International Trade related business as they increasingly become an international brand. In 2008, they expanded to Europe, with representation in Portugal and the Cape Verde Islands greatly expanding their commercial network. Throughout Europe the Group has more than 200 branches. In addition they now have representation in South Africa and in Namibia they have branches in Windhoek, Walvis Bay, with plans to open an additional 3 branches in 2018. They envisage opening 20 branches throughout Namibia within the next four years. As a new Namibian entity, their success depends on their services and that in turn, depends on the calibre of people they invite to join their highly skilled team.

### MANAGER TREASURY

#### The Position

You will be part of the launch team and report directly to the Chief Executive Officer. Working with a team of bankers with vast industry experience, you will be required to handle the bank's investments in securities, forecasting future inflows and outflows, asset and liability management and cash instruments. The ability to embrace a fast-paced environment notwithstanding your uniqueness will ensure success in this role. You will manage the money market, forex and capital market investment according to the bank's strategy. Furthermore, you will be responsible for promoting and developing correspondent banking relationships with stakeholders, nationally or internationally. You will also evaluate fiscal choices and monitor expenses and forecasting inflows and outflows. In addition, manage money market and capital market investments according to the strategy. Given the stringent quality and deadlines that must be met, the need to provide undivided attention to the task at hand is of paramount importance. Based on performance, a defined and progressive career path is available for the motivated individual with the appropriate frame of mind and aptitude.

#### Key areas of focus

- **Liquidity:** Assist in formulating the liquidity strategies and support with necessary means.
- **Business plans:** Monitoring and directing the implementation of strategic business plans. Advising on financial implications of strategic and operational plans and present regular reports on the bank's financial position. Prepare accounts for audit and liaising with external auditors as required. Present accounts to the AGM as well as advising on the bank's reserves and investment policy.
- **Manage cash:** This includes generating reports on cash operations ensuring adequate liquidity. Manage forex, money market and capital market investments.
- **Treasury management:** Develop, implement and control treasury, exchange positions, relationships with multiple stakeholders. National and international correspondent banking relationships.
- **Risk management:** Propose, implement and control limits of exposure to market risk, counterparty risk and forex risk and periodic evaluation. In addition, you manage the Assets and Liabilities committee and make related presentations.
- **Oversee banking:** Manage records and processes take a great deal of care, which is why you will have the critical duty of overseeing the company's banking activities. This can include managing deposit verification, using online banking systems, maintaining bank statements, analysing bank fees and implementing banking-related changes as needed.
- **Legality:** Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practices whilst ensuring compliance with legislation.
- **Advisory function:** Evaluating the fiscal decisions of the organization and recommending the best possible course of action. Involved with nearly every department of the organisation and analyse the risks and rewards of various decisions on a regular basis. It will be up to you to make sure that everyone understands the risks of any given financial decision and that they are made aware of alternative decisions they might be better off making instead.
- **Lead staff members:** An organization's fiscal matters are simply too complicated and too vast to be managed by just one person. As the business grows, you will be responsible to lead a team of staff members, who may perform duties related to deposit verification, banking analysis, auditing, investor relations and more.

#### The Person

##### Minimum academic and experience requirements

- B. Com Finance or related degree from a recognized tertiary institution. An MBA will be advantageous.
- An ACI Dealing Certificate and ACI Diploma are non-negotiable requirements.
- Proven knowledge of foreign and local money markets.
- A minimum of 5 - 7 years' experience in commercial banking with good exposure at managerial level.
- Proven working knowledge of the banking industry rules and regulations.
- Good financial analysis skills and appreciation for finance.
- Knowledge on cash management principles.
- Knowledge on banking systems and processes.

##### Competency requirements

- Highly organised and detail oriented, with a proven ability to multitask.
- Able to deliver quality results in a timely fashion.
- Able to work in a team and collaboratively to achieve goals.
- Agile with an appetite for risk.
- Able to appreciate and consider opposing views to adapt to new ideas.
- Skilled with the ability to break down complex problems into single and manageable components.
- Able to develop new ideas and create new concepts and solutions to problems.
- Skilled with the ability to hold your ground under immense pressure.
- Results driven and excellence oriented.
- Able to effectively convey information in a written manner.
- Engaging and hands-on.

#### Are you interested?

Our client offers an attractive package commensurate with qualifications and experience. The closing date is **16 February 2018** and suitably qualified Namibians are encouraged to apply. **We request that you e-mail your CV to admin8@potentia.com.na for the attention of Mr Cameron Kali.** In the event that you do not receive an acknowledgement of your application within 5 working days, please contact us on 061 381 000. Kindly be advised that all applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test. Only electronic CV's will be accepted. Our Client reserves the right not to make any employment offer. We reserve the right not to make an appointment.

### HEAD: PERSONAL AND BUSINESS BANKING

#### The Position

As the Head: Personal and Business Banking, you will report to the Executive Director. The position operates in a competitive Personal, Corporate and Business banking environment and your primary focus will be expanding the customer base and building professional relationships by understanding their needs and providing specialist banking advice. In addition you will develop new opportunities within the existing portfolio of clients to achieve performance targets. There is an emphasis on service excellence and sales performance and the team will look to you to implement innovative new ideas. Your success will hinge on you providing input to strategic decisions within your functional area and also to act as an advisor for complex credit decisions. You will assist in resolving escalated issues arising from operations and requiring coordination with other departments.

#### Key areas of focus

- **Portfolio:** Have the overall responsibility for the Corporate, Business and Personal Banking as well as International Trade Finance functions.
- **Business development:** Maintain the existing portfolio of clients and implement strategies to actively acquire new clients, building and structuring relationships to effectively manage their banking needs.
- **Marketing and sales:** Understand and enhance the bank's service and products basket to effectively market these to clients, providing them with tailor-made banking solutions. Develop and implement strategies to meet the sales targets for both assets and liabilities.
- **Credit and risk management:** Provide vital input to the bank's credit and risk assessment processes in order to mitigate any losses and to ensure the bank's risk-adjusted rate of return remains within set parameters.
- **Service excellence:** Closely monitor the performance of client accounts. Provide a professional banking service by proactively engaging with and advising them on the options available with regard to their personal and business banking needs.

#### The Person

##### Minimum academic and experience requirements

- A Diploma in Banking, Business or Credit Management or a tertiary qualification in a similar field is preferred.
- A minimum of 5 years general banking experience, of which at least 2 years should have been in a relationship management position.
- Good knowledge of banking products and systems, industry and market knowledge.
- A sound understanding of credit principles and international business (imports and exports).
- In-depth knowledge of banking practices, regulations and issues relating to Compliance, AML and FIA.
- Experience in understanding the financial needs of all types of clients.
- Must have a desire to help customers with their financial needs, using knowledge about their clients to discover the best ways to serve.
- Superior interpersonal, negotiating and marketing skills.
- Excellent communication skills, both verbal and written.
- Must have capacity for leadership and an enterprising approach to problem solving.
- Commitment to ethical conduct in all business endeavors.
- Namibian citizenship.

##### Competency requirements

- **Communication skills:** Expresses ideas clearly and concisely and can be easily understood.
- **Social awareness:** Interpret and anticipate others' concerns and feelings; anticipate how others will react to a situation.
- **Critical thinking:** Applying rules and logic to situations; anticipates potential problems and develops contingency plans in advance; anticipates the consequences of actions and situations and plans accordingly.
- **Decision-making:** Considers all relevant information; bases decisions on facts rather than emotion.
- **Innovation:** Uses creativity and alternative thinking to develop new ideas and answers to work related problems and opportunities; looks for ongoing ways to improve the process and work produced.
- **Problem-solving skills:** Ability to take initiative and utilize sound judgment in decision-making and higher-level problem solving.
- **Customer orientation:** Recognises and responds sensitively to the overall financial needs and priorities of the customer, establishes an effective working relationship to gain their respect and loyalty.
- **Attention to detail:** Regard for important details to assure accuracy in every transaction performed, detect errors, and follow through on correction and details.
- **Problem solving:** Anticipates problems; analyses current procedures and processes for possible improvement; gathers information before making a decision; develops and evaluates options and possible solutions to a problem; considers how a problem and possible solution affect other people/processes.

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