

**POSITION: OFFICER, PRODUCT DELIVERY**

**DEPARTMENT: FINANCIAL MARKETS OPERATIONS**

**REPORTS TO: MANAGER – FINANCIAL MARKETS OPERATIONS**

### **JOB PURPOSE STATEMENT**

Manage and support Financial Market Operations product delivery functions within the group shared services with the assistance of other officers/staff to ensure proper accounting and prompt settlement of foreign currency and money market dealings for country and regional markets within the stipulated timelines.

### **KEY RESPONSIBILITIES**

- Quality of Financial Market – Treasury Operations for country and group (40%)
- Prevention of exposures to and impact of operational risks associated with financial markets Product delivery in respect to treasury Operations for country and group (40%)
- Adequacy of personal and staff competence to effectively perform Financial Markets Treasury Operations tasks (10%)
- Consistency in adherence to and application of established policies, processes, procedures and tools to achieve optimal efficiency, compliance and cost containment (10%)

### **COMPETENCE REQUIREMENTS**

- Interpersonal skills to effectively communicate with and manage customer expectations (internal and external), and other stakeholders who impact performance.
- Technical skills to effectively perform Treasury operations activities/tasks in a manner that consistently produce high quality of service.
- Knowledge and effective application of all relevant banking policies, processes, procedures and guidelines to consistently achieve required compliance standards or benchmarks.
- Knowledge of relevant products and services
- Self-empowerment to enable development of open communication, teamwork and trust that are needed to support true performance and customer-service oriented culture.

### **QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

- University degree
- Three years' experience in banking operations with specific experience in International Trade/Funds Transfer and foreign exchange market operations.
- AKIB(K) and/or other relevant professional qualifications in banking would be added advantage
- Practical experience in use of relevant MS Office applications.