



CAREER OPPORTUNITY

- SME Relationship Manager
- Business Advisor

Join the fastest growing bank in Rwanda, **Apply Now**

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www.cogebanque.co.rw

I. ABOUT US

Compagnie Générale de Banque Plc (COGEBANQUE Plc) is a commercial bank that is licensed and regulated by the National Bank of Rwanda (BNR). It was incorporated on July 17, 1999 and currently has 28 branches, over 600 agents and 33 ATM Machines across the country so far.

Cogebanque Plc is proudly one of the leading indigenous banks with about 97% of its shareholders being Rwandese institutions and businessmen. Cogebanque Plc provides a comprehensive range of products and services targeted at Corporate, SMEs and Retail customers.



Mission

To create, maintain, and enhance shareholder value by providing unrivaled financial solutions to our customer.



Vision

To be a financial center of excellence and a leading provider of innovative financial solutions in Rwanda.



Values

Excellence, Integrity, Innovation, Teamwork, Flexibility, Open Communication, Accountability and Customer orientation.

II. WHAT OPPORTUNITIES DO WE HAVE FOR YOU?

Cogebanque we believe our employees are the bridge to achieving our business development goals and creating sustainable social and economic change in our society. We make it our priority to ensure their growth and comfort while working with our institution.

Apart from organizing frequent trainings, career building sessions and team building workshops for our staff, we facilitate you to enjoy our wide range of services and products at favorable terms that ultimately could help you achieve your personal goals.

In the view of the above Cogebanque Plc is looking for inspired innovators, self-driven and highly creative personalities to collaborate with the bank in taking it to the next level of success. If you feel you have what it takes, we would like to hear from you.

If the position listed below speaks to you, send us your application via email at jobvacancies@cogebank.com

by or before 20th March 2020 marking the subject as “The Job You Are Applying For”. E.g: “SME RELATIONSHIP MANAGER”

<i>Job Title and requirements</i>	<i>Job responsibilities</i>
<p data-bbox="86 197 550 230">SME RELATIONSHIP MANAGER</p> <p data-bbox="86 268 300 302">Grade: Manager</p> <p data-bbox="86 336 274 369">Job summary</p> <p data-bbox="78 376 683 689">Responsible for developing and maintaining a proactive customer advisory relationship management that includes effective consultative selling and structuring of solutions for potential or existing SME customers in line with the set targets, service standards and strategic objectives of the Bank aimed at growing the assets and liabilities book.</p> <p data-bbox="86 728 379 761">JOB REQUIREMENT</p> <ul data-bbox="86 806 683 1518" style="list-style-type: none"> • At least a Bachelor's Degree in Business Administration, Banking, Economics or other related field. • Minimum of 3 years' experience in a Banking Business development role. • Good leadership skills; • Sufficient knowledge of modern management techniques and best practices; • Personal qualities such as: autonomy, dynamism, efficiency and efficacy; • Ability to work under minimal supervision • Excellent oral and written communication • High level of creativity and innovation • Good planning and organisation skills • Excellent analytical skills • Good problem solving and analysis • Excellent relationship building and networking. 	<p data-bbox="691 190 949 224">Key responsibilities:</p> <p data-bbox="691 275 1005 309">Business Development</p> <ul data-bbox="691 320 1565 633" style="list-style-type: none"> • Implement effective sales and generate monthly sales performance reports in line with the set targets • To drive and monitor the growth of the loan and deposit books of the bank and initiate key strategies of driving the business. • Actively market and effectively generate leads, create and periodically update customer databases for potential and existing SME customers and recommend financial solutions based on customer value. <p data-bbox="691 640 1129 674">Client Relationship Management</p> <ul data-bbox="691 685 1565 1155" style="list-style-type: none"> • Plan and implement customer relationship management training/sensitization programs for bank staff in line with customer expectation, the identified training needs and the bank's customer service strategy. • Conduct periodic visits or meetings to achieve understanding of their business needs intended to build a loyal SME customer base. • Recommend, procedural, process, and policy changes required to meet SME customer expectation/needs and generate periodic status reports. • Maintain an updated database for the potential Customers and give direction to branches on the key revenue generating strategies of the bank. <p data-bbox="691 1207 973 1240">Branch Coordination</p> <ul data-bbox="691 1252 1565 1397" style="list-style-type: none"> • Work with branch management and staff to implement and monitor a system of ensuring continued compliance with Know your Customer and risk management policies in line with bank procedures. <p data-bbox="691 1449 992 1482">Strategy and Planning</p> <ul data-bbox="691 1494 1565 1572" style="list-style-type: none"> • Participating in the strategic planning and budgeting process of the department.

2. BUSINESS ADVISOR:

Grade: Senior Officer

Job summary:

Support the Bank's mission through effective sales and service, targeted business development efforts and community involvement. The Business Advisor is responsible for developing and managing business banking relationships in accordance with COGEBANQUE core values and prescribed sales process in an assigned area.

JOB REQUIREMENT

- At least a Bachelor's Degree in Business Administration, Banking, Finance, Economics or in other related field.
- Minimum of five (5) years in business banking.
- Good leadership skills;
- Sufficient knowledge of modern management techniques and best practices;
- Personal qualities such as: autonomy, dynamism, efficiency and efficacy;
- Ability to work under minimal supervision
- Excellent oral and written communication
- High level of creativity and innovation
- Good planning and organisation skills
- Excellent analytical skills
- Good problem solving and analysis
- Excellent relationship building and networking.

Business Development

- Implement effective sales and generate monthly sales performance reports in line with the set targets
- To drive and monitor the growth of the loan and deposit books of the bank and initiate key strategies of driving the business.
- Actively market and effectively generate leads, create and periodically update customer databases for potential and existing SME customers and recommend financial solutions based on customer value.

Client Relationship Management

- Plan and implement customer relationship management training/sensitization programs for bank staff in line with customer expectation, the identified training needs and the bank's customer service strategy.
- Conduct periodic visits or meetings to achieve understanding of their business needs intended to build a loyal SME customer base.
- Recommend, procedural, process, and policy changes required to meet SME customer expectation/needs and generate periodic status reports.
- Maintain an updated database for the potential Customers and give direction to branches on the key revenue generating strategies of the bank.

Branch Coordination

- Work with branch management and staff to implement and monitor a system of ensuring continued compliance with Know your Customer and risk management policies in line with bank procedures.

Strategy and Planning

- Participating in the strategic planning and budgeting process of the department.

Only shortlisted candidates will be contacted!

Done at Kigali, on 9th March 2020

Mary Ashimwe

Director of Human Resources and Administration

Cherno Gaye

Chief Executive Officer