



CAREER OPPORTUNITY

- "Deputy Branch Manager"

- "Trade finance Officer"

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 36 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?

At 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 the Bank.

Apart from organizing frequent trainings, career building sessions and team building workshops for our Employees, 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 External & internally 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 by applying for the below position/s.

If the position described below speaks to you, send us your application (Application letter + detailed CV) via email at jobvacancies@cogebank.com by or before **10th August 2020** marking the subject as "The Job You Are Applying for". i.e. "**Deputy Branch Manager**" & "**Trade Finance Officer**"

Job Title and requirements	Job responsibilities
<p data-bbox="124 271 679 342">01. Deputy Branch Manager at KSEZ Branch & Rubangura</p> <p data-bbox="89 387 501 421">Grade: Principal Sr. Officer</p> <p data-bbox="89 456 288 490">Job summary</p> <p data-bbox="78 526 794 757">To coordinate and supervise all areas of operation and business development at the branch by implementing strategies that increase productivity and enable the achievement of targets. He/she manages staff, fosters a positive working environment, and ensures customer satisfaction, proper branch operation and back up the Branch Manager in his absence</p> <p data-bbox="94 792 367 826">Job Requirements</p> <ul data-bbox="129 866 786 1066" style="list-style-type: none"> • Bachelor Degree in Business Administration or in other related field • Minimum of five (5) years in business development in a financial institution. Prior experience in supervisory position would be an added advantage. <p data-bbox="86 1108 432 1142">General and Behavioral</p> <ul data-bbox="129 1180 807 1559" style="list-style-type: none"> • Sufficient knowledge of modern management techniques and best practices; • Ability to meet sales targets and production goals; • Familiarity with industry's rules and regulations; • Excellent organizational skills; • Results driven and customer focused; • Leadership and human resources management skills; • Fluent in English • Hands-on approach to work 	<p data-bbox="807 237 1114 271">Key Responsibilities:</p> <p data-bbox="815 275 1027 302">Portfolio Growth</p> <ul data-bbox="815 311 1517 580" style="list-style-type: none"> • Coordinate sales drives, campaigns and other opportunities to increase the retail portfolio of the Branch • Develop and manage deposit and loan portfolio • Plan, implement and monitor growth and quality of branch credit portfolio and the bank business plan. • Conduct field visits and carry out the verification of loans to improve branch portfolio management. <p data-bbox="820 613 1050 640">Risk Management</p> <ul data-bbox="815 649 1549 810" style="list-style-type: none"> • Lead the management and implementation of Bank Risk management policy in the day to day operations of the Branch • Manage and ensure the reduction of NPL's for the Branch; <p data-bbox="807 848 951 875">Leadership</p> <ul data-bbox="815 884 1541 1115" style="list-style-type: none"> • Provide leadership to Branch staff by providing training, coaching; development and performance management • Direct all operational aspects at the branch including Branch operations, customer service, human resources, administration and marketing of Bank Products and services; <p data-bbox="807 1151 1118 1178">Policies and Procedures</p> <ul data-bbox="815 1187 1565 1487" style="list-style-type: none"> • Implement and monitor the bank policies at branch level to ensure consistent application by all staff and where polices have not been applied corrective measures are taken to mitigate risk and exposure. • Review coordinate, monitor and authorize all processes of account opening, reactivation, adjustment, transfer and closure of all accounts in line with bank policies, kyc guidelines and anti-money laundering guidelines <p data-bbox="807 1523 1190 1550">Budgeting and Work Planning</p> <ul data-bbox="815 1559 1565 1789" style="list-style-type: none"> • Plan and coordinate the budgeting process, monitor performance on a regular basis and initiate corrective action. • Develop and implement branch work plans that reflect and contribute to the strategic plan ensure that all targets have been planned for and work activities defined to contribute to business growth <p data-bbox="807 1825 935 1852">Reporting</p> <ul data-bbox="815 1890 1501 2022" style="list-style-type: none"> • Prepare and present daily, weekly, monthly and quarterly performance reports to supervisors and internal stakeholders to communicate progress, highlight issues that may require resolution and



Customer Service

- Create a conducive customer service environment by building strong business relationships with the customers who result in trust, confidence and contributes to retention and brand loyalty.
- Create a platform to receive customer feedback and address customer complaints

Operations:

- Validation of the payments/transfers processed at the counters and front office desk,
- Confirmation of payment for big transactions,
- Initiate the TOD approved in the system,
- Opening accounts for work in clients and others
- Ensure safety of vouchers for the transactions done
- Ensure the branch operates within the cash limit insured
- Validation in the system of new accounts opened by Business Advisor, Front officer & Head Teller (he/she should not validate the accounts opened by himself)
- Validation in the system of TOD approved initiated by Business Advisor, Front officer & Head Teller (he/she cannot validate the TOD initiated by himself)

Security

Coordinate and work with the security officer to ensure that the branch security processes and procedures are closely followed by all staff avoiding breach in security and endangering the lives of staff and customers

02. Trade Finance Officer

Grade: Officer

Job summary

Responsible for implementing strategies to grow the bank's trade finance business portfolio in line with the bank's business plan and policies.

Job Requirements

- At least a Bachelor's Degree in Business Administration, Banking, Economics or other related field
- Minimum of 3 Years in SME Business Banking Relationship with Knowledge in International Trade

General and Behavioral

- 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

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Key Responsibilities:

- Perform day-to-day operational tasks of trade finance transactional processing;
- Deliver services in line with agreed service standards documented between the Branches and Trade Finance Processing Centre;
- Liaise with customers on their trade requirements and maintain good rapport with them at all times;
- To ensure compliance with guidelines and policies as documented in the Bank's Manuals as well as external rules and regulations governing trade finance operations;
- Provide technical support to Business Units RM & Trade marketing staff;
- Check and authorise all import and export documentation such as letters of credit, shipping guarantees, and import/export bills.

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