

# WE ARE HIRING!!

## JOB DESCRIPTION

Position : **Trade Finance**

Reports to : **Head of Corporate Banking**

Level : **Assistant Manager**

Application Deadline : **07th July 2026**

All Applications should be sent through : **[recruitment@boatanzania.co.tz](mailto:recruitment@boatanzania.co.tz)**



### Summary of Responsibilities:

- Support the Trade Finance team in executing their day-to-day business development and product structuring activities.
- Work with the team and assist to reduce time spent on administrative matters and activities such as managing the Trade Finance Deal Pipeline, client follow ups, preliminary business reviews, preparation of routine reports.
- Provide support in execution of transactions and related activities (as assigned by the line Manager) etc. thus enabling the Trade Finance team to concentrate and focus on strategic and high value tasks of the department which will ultimately lead to the department accomplishing its goals in an efficient and effective manner.

## Scope of Duties

- To identify new business and develop relationships with prospective SME and Corporate clients in conjunction with the trade finance manager and Business Teams.
- Preliminary review of all financing and non-financing requests submitted by customers to ensure they meet the Bank's eligibility criteria as allocated by the Line Manager and develop draft indicative term sheets for transactions in line with customer's request and the Bank's products.
- Trade finance deal origination, structuring and follow up to closure and monitoring revenue on executed trade transaction.
- Following up on action tracking logs resulting from internal meetings, external meetings and missions for which Trade Finance actions are required.
- Effectively monitor drawn SLAs to ensure that Trade Finance activities are handled in a timely and efficient manner in line with the SLA.
- Manage the overall Pipeline of the Trade Finance unit in the respective business units/segments and products.
- Preparing and tracking trade finance units report for accurate decision making in liaison Trade finance operations or any other department.
- Actively participate in industry bodies trade forums and conference in order to create and develop business opportunities.
- Building and maintaining strong trade customer relationships through excellent customer service in order to achieve customer loyalty and maximize share of wallet.
- Carry out any other duties assigned by your Line Manager/Supervisor.

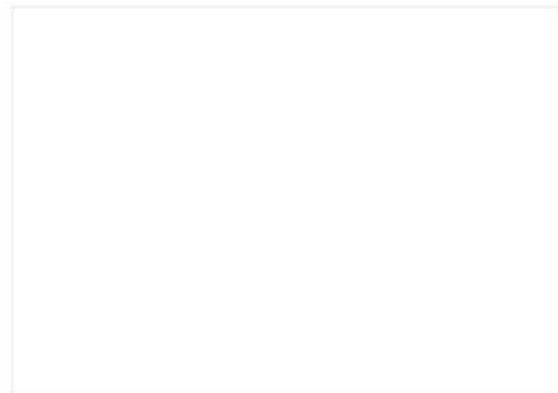
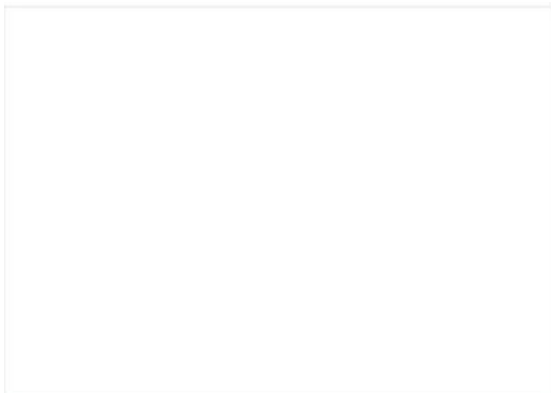
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## Skills, knowledge, abilities/competencies

- Minimum Bachelor's degree in a relevant field from University backed by appropriate experience of at least 3 years in the banking industry.
- At least one-year experience working with trade finance products.
- Proficient in communication and interpersonal skills.
- Good analytical, advisory and organization skills.
- Flexible, creative and innovative.
- High level of integrity and business acumen.
- Self-driven and results-oriented.
- Ability to solve problems and manage complexities.
- Demonstrate organizational capabilities, including ability to manage work load with limited supervision to attain goals.
- Has competencies in Microsoft Suite of Software (Excel, Word and Power Point) Ability to work and process high volume of data.

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# WE ARE HIRING!!

## JOB DESCRIPTION

Position : **Relationship Manager  
(Corporate Banking)**

Reports to : **Head of Corporate Banking**

Level : **Manager**

Application Deadline : **05th July 2026**

All Applications should be sent through : **[hr@boatanzania.co.tz](mailto:hr@boatanzania.co.tz)**



### Summary of Responsibilities:

- To directly manage a relationship covering a portfolio of corporate banking customers.
- To personally manage customer relationship and sustain corporate banking customer portfolio, build long term relationships founded on efficient and reliable support for their business.
- Responsible for business development both with new customers and with existing while managing reputation risk for the bank.

## Scope of Duties - Business development

- Maintains and grows a profitable book of business through disciplined and proactive business development and relationship management.
- Highly focused on target client profile; understands their financial needs and effectively communicates our value proposition.
- Develops an in-depth knowledge of Bank products and services to clients, communicate all key messages to clients.
- Analyzes the needs of clients and prospects in order to effectively recommend appropriate products or services and conduct interim reviews for both borrowing and non-borrowing customers.
- Attains established Bank production goals through active participation in sales management process.
- Monitor levels of complaints and quality handling of the portfolio.
- Participates in community events and networking activities to increase awareness and presence of the Bank in the community.
- Formulate business development strategies and objectives for the industry/segment to meet changing market needs.
- Effectively identifies key risk factors associated with business opportunities and clearly articulates a thorough credit recommendation.
- Prepares credit presentations and participate in the underwriting and credit approval process.
- Structures, underwrites and obtains credit approval, negotiates terms, and effectively documents credit actions and agreements.
- Ensures that all loans are documented completely, and that any documentation or loan policy exceptions are addressed and resolved.
- Takes ownership for client relationship with the Bank.
- Prioritizes relationships effectively, and has an appropriate relationship management plan for each customer.

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## Scope of Duties - Business development

- Takes a consultative approach to understanding our client's objectives, effectively identifies their financial needs, implements appropriate financial solutions, and undertakes ongoing review and assessment to ensure plan execution.
- Effectively collaborates with client service team, product team and senior management to ensure an excellent client experience.
- Anticipates client needs.
- Understands and addresses key relationship stakeholders, and key buying influences.
- Maintains a working knowledge of bank operating policies and procedures which impact commercial relationships

## Portfolio management

- Accountable for overall portfolio management, compliance and risk.
- Monitors direct and operating exposures of portfolio to ensure actual performance is consistent with approved limits and loan structures—and consistent with the understanding or expectations that informed our credit approval.
- Completes accurate and timely credit actions, including periodic reviews, renewals and modifications.

## Technical Know How

- Knowledge of all relevant banking policies, processes, procedures, prudential guidelines and guidance to consistently achieve required compliance standards or benchmarks.
- Interpret, analyze and evaluate data received from multiple sources of information
- Effective oral and written communication skills with the ability to listen effectively to the issues of customers and employees.
- Ability to deal with difficult problems involving multiple facets and variables in non-standardized situations.
- Effective organizational and time management skills.

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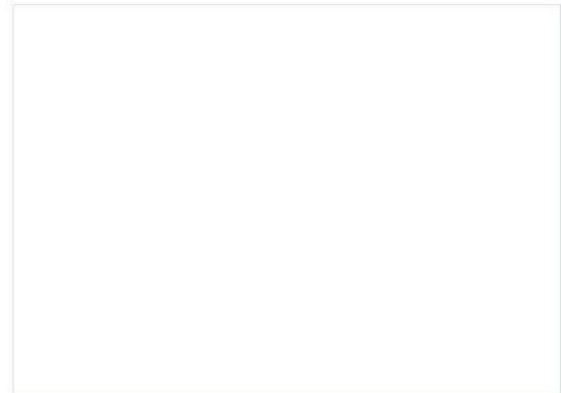
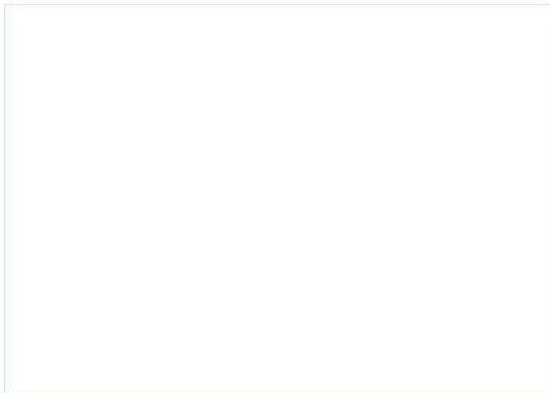
## Technical Know How

- Ability to effectively utilize computer technology. Proficiency in Microsoft Office Suite programs
- Must be a self-starter, and have the ability to take ownership of high profile relationships with minimal supervision while effectively communicating with senior management.
- Negotiates terms and conditions of approvals within assigned parameters.

## Skills, knowledge, abilities/competencies

- A University degree in Commerce, Finance, or Equivalent combination of education and relevant work experience may be considered.
- 3-5 years of experience managing high value private or commercial banking relationships, and developing, structuring, underwriting, and negotiating, complex credit transactions

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# WE ARE HIRING!!

## JOB DESCRIPTION

Position : **Human Resource Business Partner (HRBP)**

Reports to : **Head of Human Resource**

Level : **Manager Level**

Application Deadline : **04th July 2026**

All Applications should be sent through : **[hr@boatanzania.co.tz](mailto:hr@boatanzania.co.tz)**



## Role Purpose

- To partner with business units to drive people strategies that enhance performance, employee engagement, and organizational effectiveness, ensuring alignment with the Bank's strategic objectives.

## Key Responsibilities

- Lead and oversee Bank-wide performance management processes, ensuring effective objective setting, monthly and annual reviews, and performance improvement plans.
- Drive employee engagement and culture initiatives, including surveys, feedback mechanisms, action plans, and regular branch visits to assess staff morale
- Manage talent acquisition and workforce planning, ensuring alignment with business needs and approved structure
- Handle employee relations matters, including disciplinary processes, grievance handling, and compliance with Labor Laws
- Support updating of HR Manual and HR policies
- Assist in preparation of HR reports for local and Group submission
- Coordinate and implement staff engagement activities and events to improve morale and retention
- Support execution of HR strategies and initiatives aligned with business goals
- Identify high-potential employees and development opportunities
- Provide strategic HR advisory to line managers on employee matters and team performance
- Monitor attrition trends and workforce analytics, recommending interventions to improve retention
- Ensure accurate HR data management and reporting for decision-making and regulatory requirements
- Support succession planning and talent development for critical roles
- Participate in organizational change and restructuring initiatives
- Ensure adherence to HR policies, procedures, and governance frameworks across the Bank
- Facilitate onboarding and integration of new staff to enhance productivity and experience

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## Key Deliverables

- Improved performance outcomes and overall productivity
- Increased employee engagement and retention
- Effective workforce planning and talent pipeline
- Strong HR compliance, governance, and reporting

## Key Competencies

- HR Business Partnering & Business Acumen
- Stakeholder Relationship Management
- Performance & Talent Management
- Employee Engagement, Organizational Culture & Change Management
- HR Governance, Compliance & Policy Implementation
- Coaching, Communication, Interpersonal & Influencing Skills
- People Analytics, Data Analysis, Reporting & Data-Driven Decision Making

## Qualifications

- Bachelor's degree in human resources, Masters Degree, or related field.
- Professional HR certification (e.g., SHRM, CIPD, HRCI) is an advantage.
- 5–8 years of HR experience, with exposure to business partnering.

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