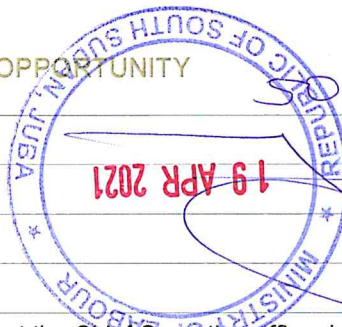


# JOB OPPORTUNITY



<b>Job Title</b>	<b>Business Manager</b>
<b>JOB FAMILY</b>	<b>Shared Services (Engineering)</b>
<b>SBG Grade</b>	<b>Level 10</b>
<b>Reports to</b>	<b>Chief Operating Officer</b>
<b>Purpose of the job</b>	The purpose of the role is to support the Chief Operating officer in business planning and business performance reviews with in-depth analytics, ensuring decisions and plans are evidence-based. The role will be critical in implementation of continuous improvement initiatives and following up on action plans relating to business performance monitoring and improvement. To assist the Chief Operating officer by providing comprehensive administrative support. These include planning, organizing, directing and controlling the function of the Chief Operating officer's office in accordance with laid down policies and procedures, delegated authorities and guidelines.

	<b>Key Activities</b>
<b>1. Business Planning</b>	Support the Chief Operating Officer with the formulation of strategy and the overall process of executing against the strategy. Coordinate and support the overall budget planning activities for the office of the Chief Operating Officer.
<b>2. Business Performance Monitoring</b>	Compile monthly/quarterly reports for submission to Management committee, Bank Executive body, Regional reports and reports for the Headquarters. Co-ordinate collation of broad-based business performance metrics and track performance based on information provided by the MI team. To support the business performance review process by tracking and analysing readiness and performance against the business targets and strategic goals.
<b>3. Continuous Improvement</b>	Undertake research on new business continuous improvement initiatives across Operations. Analyse and identify metrics for continuous improvements Conduct post Implementation benefits review of productivity improvement solutions to ensure client and business requirements are met.
<b>4. Risk Management</b>	Business as usual (BAU) issue tracking, follow up and decision tracking for all agreed action points. Managing and ensuring all Operations risks, internal audit and compliance matters are being handled
<b>5. General Coordination and Communication</b>	Coordinate Distribution activity scheduling and management Provide support to formal corporate performance review meetings where necessary
<b>6. Administrative support</b>	Maintain and update the calendar and schedule of recurrent meetings for the Chief Operating Officer. Stationery Management-Manage the reorder levels for stationery, control the access and use of stationery. Office Organization-Manage the cleanliness and orderliness in the floor. Manage the subordinate staff. Leave management for Operations' team on behalf of the Chief Operating Officer

## Qualifications and Experience

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>University Degree from a Recognized University.</li> <li>Basic Financial skills – CPA or ACCA certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>2-3 years' experience in a business analysis/ financial reporting role</li> </ul>

### Behavioural & Technical Competencies

#### Knowledge

- Strong MS Office knowledge
- Sound knowledge of banking products/services and the procedures underpinning them.
- Knowledge of the Code of Banking Practice.
- Basic knowledge of the functions of the various departments within the Bank.

#### Personal competencies

- Strong interpersonal skills – ability to interact with senior level internal and external contacts
- Excellent administrative skills
- Excellent communication skills – both written and oral (including facilitation, negotiation and presentation skills)
- Excellent numerical ability
- Excellent report writing and editing skills (as opposed to general written skills)
- Strong comprehension skills – read, assimilate, summarise efficiently
- Flexibility and adaptability
- Strong ability to multi-task
- Building working relationships
- Customer focus (internal and external)
- Assertive
- Self-starter
- Quality oriented
- Be open to any type of work from setting up proximas and presentations to dealing with highly confidential information
- Project a professional image to all persons and respond in an efficient and timely manner

### APPLICATION PROCESS

If you believe you are the right candidate for this post, please email your application/ CV and other accompanying academic documents and South Sudanese Nationality Certificate to [sakondoa@stanbic.com](mailto:sakondoa@stanbic.com) not later than 6<sup>th</sup> May 2021 at 5:00 PM. Or by hand delivery to Human Resources Manager, Stanbic Bank Limited, West Yat Business Centre, Airport Road, Tong Ping/ P.O.BOX 630 Juba South Sudan

#### Important Note:

- This position is only open to South Sudanese nationals
- Stanbic is an Equal Opportunity employer
- We thank you for your interest to work for Stanbic Bank Limited, however, note that only shortlisted candidates shall be contacted for interviews

**Stanbic Bank**  
South Sudan

