1. **JOB TITLE: Procurement Officer**

JOB PURPOSE (JUST A SUMMARY)

The Procurement Officer will be responsible for supporting the bank in procurement activities, cost control, and other general duties. This position will work closely with all Departments/Branches across MHB, ensuring cost-efficiency, timely maintenance of assets, and contributing to the organization's overall budgetary control efforts. The ideal candidate will possess a strong understanding of procurement processes, cost management, and the importance of maintaining bank assets and tools. This role demands high attention to detail, excellent organizational skills, and a proactive approach to work in a fast-paced environment.

This role requires an individual who can manage procurement and asset maintenance with a cost-conscious mindset, all while working across multiple departments to keep the organization running smoothly. The role will be fast-paced and demand excellent organizational, financial, and communication skills.

SUMMARY OF THE KEY DUTIES AND RESPONSIBILITIES

- **Procurement & Cost Management :**
  Receive and review purchase requisitions for completeness before submission to the Senior Procurement Officer.
- Prepare Requests for Quotations (RFQs), Requests for Proposals (RFPs), and Local Purchase Orders (LPOs) for review and approval.

- Source quotations from approved suppliers in accordance with the Bank's procurement procedures.
  Follow up with suppliers to ensure timely delivery of goods and services.
- Coordinate the receipt of goods and confirm that deliveries match purchase orders and specifications.
- Report any procurement issues or delays to the Senior Procurement Officer.
- Monitor and track expenditures, ensuring adherence to set budgets and cost-saving targets.
- Perform regular analysis of procurement data to identify opportunities for cost reduction and efficient purchasing.
- Ensure Value for Money in all procurements.

Vendor & Supplier Management:

- Maintain an up-to-date database of approved suppliers.
- Build and maintain strong relationships with suppliers and vendors, ensuring competitive pricing and timely deliveries.
- Conduct regular assessments of supplier performance to ensure quality, service, and delivery standards are met.
- Coordinate the receipt and inspection of goods, ensuring they meet the required specifications and quality standards.
- Assist in supplier prequalification and evaluation exercises.

Procurement Documentation

- Maintain accurate procurement records and filing systems.
- Ensure all procurement documents are complete and properly filed.
- Track the status of purchase requisitions and purchase orders.
- Maintain procurement registers and update procurement records.

Budget Tracking & Reporting:

- Assist in the development of departmental budgets related to procurement and maintenance.
- Track and report on budget variances, providing recommendations for corrective actions when necessary.
- Assist in the preparation of financial reports and cost control summaries for management review.

Health & Safety Compliance:

- Ensure that all bank assets, tools, and vehicles comply with safety regulations and undergo regular safety checks.

- Ensure that maintenance activities do not interfere with day-to-day operations and are carried out efficiently.

Collaboration & Communication:

- Work closely with cross-functional teams to understand departmental needs and help facilitate the procurement of materials and services.
- Assist in resolving any procurement-related disputes or challenges promptly and professionally.
- Prepare routine procurement reports for review by the Senior Procurement Officer.
- Maintain records of outstanding purchase orders and supplier deliveries.
- Compile procurement data to support management reporting.
- Coordinate with Finance to facilitate supplier invoice processing and payment follow-up.

A: Required Qualifications

- A minimum of **Bachelor's Degree in Business Administration**, Procurement, Finance, or a related field.
- Proven experience in procurement processes.
- Strong understanding of cost-saving strategies and budget monitoring.

B: Required Experience

1-2 years of relevant experience in procurement, cost control, or administrative support in a fast-paced environment (banking experience is an advantage).

C: Required Knowledge and Skills

- **Excellent organizational skills** with a keen eye for detail.
- **Strong negotiation skills** and the ability to build relationships with suppliers.
- **Problem-solving abilities** to address procurement and asset-related issues efficiently.
- **Proficient in Microsoft Office Suite** (Excel, Word, PowerPoint) and experience with procurement software.
- **Time management skills** to balance multiple tasks and meet deadlines.
- Strong **communication and interpersonal skills** to interact with all levels of the organization and external vendors.
- **Proactive approach** to identifying cost-effective solutions and asset management strategies.

KEY BEHAVIORS COMPETENCY NEEDED

(List of personal attributes, motives, values and/or characteristics required for the person to possess in order to carry, manage responsibilities towards meeting various Organization and particularly Departmental targets

Personal Attributes:

- High level of **integrity** and trustworthiness.
- Ability to work effectively in a **busy, dynamic environment**.
- Focused on achieving **cost-saving targets** and improving operational efficiency.
- **Team-oriented** with the ability to collaborate across departments and manage vendor relationships professionally.

COMMUNICATION AND FUNCTIONAL RELATIONSHIP

(Detail the working contacts within and outside the organization, indicating the purpose of the contact)

- All employees
- Branches
- Vendors

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2. JOB TITLE: ASSIST TREASURY SALES MANAGER

JOB PURPOSE

The Treasury Dealer is responsible for overseeing liquidity and cash flows, Trading activities, as well as investment activities with a view to optimizing both Treasury revenues and expenses in line with the unit set targets.

SUMMARY OF THE KEY DUTIES AND RESPONSIBILITIES

- Implement the Sales Process under the supervision of the line manager
- Identify new revenue streams by exploring new market niches.

- Work closely with Business Units (Commercial Banking & Corporate and Consumer Banking) with a view to increasing the cross-selling ratio.
- Establish and maintain regular contact with key customers.
- Perform aggressive calling plans for the portfolio managed, including existing & potential FX clients.
- Ensure that the bank's clients are serviced efficiently by quick quotation of rates, quality input on the markets, and regular contact on the telephone, etc.
- Provide solutions for clients with value-added products.
- Responsible for coordinating Treasury sales activities.
- Ensuring diversification and quality of pipeline and revenues
- Delivering in-country FX Sales revenue as per agreed budgets.
- Managing a new client acquisition strategy to ensure a continued increase in new clients.
- Monitoring service levels and implementing strategic measures to improve customer satisfaction and overall profitability
- Draft and agree with line Managers action plans for sales for the portfolio managed.
- Identification of marketing strategies/opportunities that will assist in the sales process.
- Provide monthly sales performance updates to the line manager, including estimated revenues and customer migration/acquisition grid.

KEY COMPETENCIES REQUIRED AND ACADEMIC BACKGROUND

(Knowledge, skills, qualifications, and experience required for satisfactory job performance)

A: Required Qualifications

- Bachelor's degree in Banking and Finance, or any other relevant field.
- Professional qualifications such as ACI Dealing certificate or CFA (or progress towards these) are an added advantage.
- Knowledge and experience of treasury management including managing complex loan portfolios, derivative arrangements, liquidity and cash flow forecasting and techniques for analysis of funding and hedging.

B: Required Experience:

- Minimum of 4 years of experience in Treasury dealing.

C: Required knowledge and skills

- Strong business acumen

- Excellent leadership skills
- Close attention to detail
- High level of organization
- Ability to work under pressure.
- Knowledge of cash management principles
- Knowledge of banking systems and processes
- Good communication and interpersonal skills
- Analytical skills
- Show good timekeeping.

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