

We're Hiring! Join our Team

Position:
Relationship Manager
Retail Banking
Location: **Head Office**



Qualified candidates **MUST** send their **CV & Cover Letter** attached with all **academic certificates**.

All applications **MUST** be sent electronically through:

Email: **recruitment.tanzania@ubagroup.com**

Email subject: **Application for Relationship Manager - RETAIL BANKING JULY 2025**

Deadline: 06th July 2025



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JOB OBJECTIVE (S)

To establish and maintain positive customer relationships through a bundle of new and existing products.

DUTIES & RESPONSIBILITIES

- Prepare documentation on the creation of risk assets to increase business office profitability.
- Aggressively market the bank's products to ensure favorable market response and optimum build-up of revenue.
- Solicit and acquire customer relationships to improve deposit liability growth and mix.
- Ensure the reactivation of dormant accounts and relationships to improve deposit liability growth and profitability.
- Making calls and visiting business customers as well as attending meetings
- Implementing the delivery of marketing strategies and targets
- Processing data to produce accurate facts, figures, and reports;
- Facilitating, establishing and maintaining effective relationships with new and existing customers;
- Reactivating dormant customer relationships
- Any other duty that may be assigned by your supervisors



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KEY PERFORMANCE INDICATORS

Must deliver on all financial targets

JOB REQUIREMENTS

- First degree in any field.
- Minimum of three (3) years cognate experience



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KEY COMPETENCY REQUIREMENTS

Knowledge

- Must exhibit drive energy, aggression and passion for business development and acquisition
- Must be technology savvy

Skill/Competencies

- Ability to evaluate needs of customers, and determine what products or service would best serve those needs
- Interpersonal and communications skills.
- Selling and marketing skills
- Must be self solution driven, proactive and have acceptable knowledge of the business environment

Kindly note that,
only shortlisted candidates
will be **contacted!**



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We're Hiring! *Join our Team*

Position:
**Technical Assistant
to MD/CEO**
Location: **Head Office**



Qualified candidates **MUST** send their **CV & Cover Letter** attached with all **academic certificates**.

All applications **MUST** be sent electronically through:

Email: **recruitment.tanzania@ubagroup.com**

Email subject: **Application for Technical Assistant to MD/CEO JULY 2025**

Deadline: 06th July 2025

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JOB OBJECTIVE (S)

Provide full administrative and secretarial support to and manage the office of the MD/CEO so as to ensure the smooth running of the office and delivery of quality service to the benefit of the bank.

JOB DESCRIPTION

- Pro-actively coordinate and control the MD's daily appointment and diary: booking appointment for him/her, receiving those who want to see him/her-and directing them to him/ her or to Departmental Heads where appropriate.
- Screen MD's/CEO telephone calls.
- Receive external correspondence addressed to the MD/CEO, read them, provide summaries or full translation for delicate ones written in Swahili
- Respond to routine correspondence as directed by MD/CEO
- Handle documents Translation from English to Swahili or Swahili to English as re Uired dealing with sensitive and confidential material as such
- Attend executive meetings and provide minutes
- Maintain an effective and efficient filing system
- Dealing with arising issues in the absence of MD/CEO as advised by him
- Support the Bank communication activities, including arranging conference and press release to be issued by MD/CEO, products launch, etc and as directed
- Any other duties commensurate with the position as assigned

KEY PERFORMANCE INDICATORS (KPIs)

Documentation Management:

- General Office and logistics Management
- Quality of reports, documentations, research and analytics Quality of advisory services
- Market knowledge and business intelligence
- Effective and efficient management of Executive's schedule, visitors, calendar, interviews, internal and external meetings, calls etc.
- Efficient documentation management (electronic and hard copies) and filing

JOB REQUIREMENTS

Education Requirements:

- A degree is required as a minimum requirement
- MBA/ Master's Degree or a relevant professional qualification

Experience:

- At least 2 years' experience which could be replaced by additional educational background

KEY COMPETENCY REQUIREMENTS

Knowledge:

- In-depth knowledge of the business
- General knowledge on the banking environment and internal structure
- Fully computer literate with advanced knowledge of the Microsoft Office packages

Key Skills:

- Good self- presentation, well-groomed with pleasant personality;
- Excellence Verbal and Written Communication Skills are also essentials
- Good general and phone etiquette
- Good interpersonal skills
- Good public and office relations
- Excellent planning and organization
- Accurate, methodical worker who is able to deal with confidential information
- Able to work independently and self-motivated
- A mature, conscientious and calm manner is imperative.

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