

## Relationship Manager, Trade Finance

### Background

DCB Commercial Bank Plc is a fully-fledged retail and commercial bank in Tanzania. The bank offers banking services to Individuals, Microfinance, Small to Medium sized Businesses (MSME), as well as large corporate clients. DCB Bank has a wide branch network of over 8 branches, over 700 DCB Wakala Agents, and over 280 Umoja switch ATMs serving over 3 million customers across the country.

We are currently seeking qualified candidate to fill the role of **Relationship Manager, Trade Finance**. The successful candidate will be responsible to grow and manage the trade finance business portfolio to ensure set targets of portfolio growth, income and quality are achieved.

### Key Responsibilities

- Regularly identifying, measuring, monitoring and controlling the overall levels of risks in the Trade Finance business.
- Ensuring Portfolio allocated is closely monitored and actions recommended are diligently executed.
- Coordinating and leading sales of trade finance products across branches.
- Identifying and pursuing opportunities in major government projects to acquire leads for various trade finance solutions to contractors and suppliers.
- Developing and managing relationships with potential projects and customers for acquisition of new businesses from the market.
- Managing relationship with existing customers for maintenance of the existing portfolio to achieve trade finance portfolio growth.
- Preparing comprehensive internal and external reports on a weekly and monthly basis.
- Producing Daily, Weekly and Monthly Work plan, performance and status for performance monitoring and effective decision making.
- Ensuring that the target market selection criterion is adhered to and that the bank is in full compliance with Know Your Customer (KYC) and Anti Money Laundering (AML requirements to minimise risks and exposures to the bank.
- Maintaining a reporting schedule of defined Key Risk Indicators and measure performance against these monthly to reduce possible losses due to omissions and mistakes.
- Supporting to draw up and implement process SLAs (service level agreements) in respect of Trade Finance in relations.
- Ensuring adherence to statutory and bank legal requirements in relation to operations in the Trade Finance front office.
- Ensuring an effective call program is maintained on all allocated relationships and prospects. The calls should be recorded and filed.

### Qualifications and Experience

- Bachelors' degree from a recognized institution.
- Minimum 3 - 5 years' experience in trade operations relating to guarantees, Import and Export letters of credit.
- In-depth knowledge of the local banking industry, banking products, banking services and banking regulations.
- Understanding of guarantees & LCs concepts.
- Excellent selling and negotiations skills.
- Strong presentation skills and networking skills

If you believe you are the right candidate for this position, kindly submit your application with a detailed CV, photocopies of academic certificate, and names of three referees with their contacts, quoting reference number **DCB/RB/RMTF-08/2025** on the subject of the email. To be considered, **your application MUST be submitted through [recruitment@dcb.co.tz](mailto:recruitment@dcb.co.tz)** not later than **19<sup>th</sup> Aug 2025** Hard copy applications will not be accepted.