



1. Senior Auditor (Legal and Regulatory Compliance) (1 Position(s))

Job Location : Head Office

Job Purpose:

Responsible for supporting the Audit Manager by leading and coordinating all phases of audit assignments, including the planning, execution, and reporting stages, to ensure audit objectives are effectively met and reviewing the bank's legal practices to ensure compliance with applicable laws, regulations, and internal policies by evaluating legal risk management frameworks, assessing adherence to banking laws, Tax laws, anti-money laundering (AML) requirements, data privacy regulations, and other relevant compliance standards.

Main Responsibilities:

- Lead audit assignments by identifying and communicating key risks, including fraud risks, to team members.
- Prepare audit plans, overseeing fieldwork, and delivering comprehensive reports with actionable recommendations.
- Identify and analyze potential legal risks across various areas such as contract management, litigation processes, regulatory investigations, and governance structures.
- Supervise and review the work of team members, provide coaching and support to ensure quality outcomes.
- Assess the effectiveness of the bank's legal risk management and compliance frameworks, ensure adherence to applicable laws and regulations (e.g., AML/KYC, data privacy, banking laws).
- Examine contracts, agreements, legal disputes, and litigation processes for compliance with legal and regulatory standards and internal policy and processes.
- Evaluate legal and regulatory reporting processes and review documentation for accuracy, completeness, and compliance.
- Perform comprehensive reviews of internal controls, governance structures, and compliance with relevant regulations.
- Identify root causes of risks and recommend actionable improvements to address control weaknesses.
- Assess risks associated with litigation, regulatory investigations, and ongoing legal cases.
- Liaise with process owners throughout the audit assignment to ensure transparency and collaboration.
- Lead discussions with stakeholders to clarify audit observations and agree on actionable plans to address identified control gaps.

- Draft high quality audit reports and management letters highlighting key findings and recommendations.
- Ensure all audit workpapers are thoroughly documented, reviewed, and signed off in Teammate.
- Assist the Team members in addressing review points raised by audit managers or senior audit managers.
- Foster a collaborative team environment to enhance performance and skill development.
- Provide leadership to the audit team in audit assignments through reviewing the work of team members, raise review points and ensure the review points have been cleared.
- Provide regular feedback and training to junior auditors on areas that need improvement.
- Provide expert advice on legal and regulatory matters to management, other departments as well as fellow Internal Auditors.
- Improve technical knowledge as well as soft skills through self-learning or training including mandatory CPE requirements.
- Be an expert in banking operations and legal matters and sharing knowledge with the audit team and peers in the business through presentations.
- Conduct training sessions on legal and regulatory compliance for staff and management.
- Stay updated on changes in laws and regulations that may affect the organization.

Knowledge and Skills:

- Strong background in legal and regulatory compliance.
- Leadership skills, in particular ability to lead and motivate teams towards a common goal
- Proficiency in identifying, assessing, and mitigating risks within the banking environment.
- Understanding credit risk, market risk, operational risk, Legal and compliance risk.
- In-depth understanding of banking laws and regulations, such AML/CFT/CFP, and other relevant compliance requirements.
- Knowledge of internal control frameworks and the ability to evaluate the effectiveness of a bank's internal controls and governance practices.
- Knowledge of applying internal audit standards (IPPF) to perform value adding internal audit standards.
- In-depth knowledge of legal and regulatory requirements, compliance standards, and corporate governance.
- Strong analytical skills to interpret legal documents and assess compliance risk.
- Excellent communication skills to effectively liaise with legal and regulatory bodies.
- A strong ethical foundation to ensure integrity and objectivity in auditing practices.
- Meticulous attention to detail to spot errors or discrepancies that could indicate non-compliance or financial risks.
- Commitment to ongoing education and professional development to stay current with best practices and emerging trends in compliance auditing.
- Mastery in using Microsoft Office package such as Excel, Word, PowerPoint, Microsoft Visio etc.

Qualifications and Experience:

- Bachelor's degree in Law, Legal Studies, or related fields in addition to Accounting or Finance.
- Must be a registered advocate with Tanganyika Law Society (TLS)
- Possession of professional qualifications, i.e. CIA, CPA, CISA, ACCA, CRCM, or equivalent will be an added advantage.

- At least 3 years' experience in accounting, legal and regulatory auditing within the banking sector.
- Experience in legal compliance, regulatory audits, or working within a legal department.

NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce.

Female candidates and people living with disabilities are strongly encouraged to apply for this position.

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Only shortlisted candidates will be contacted.

Job opening date : 30-Jun-2025

Job closing date : 14-Jul-2025

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2. Retail Portfolio Monitoring officer (1 Position(s))

Job Location : Head Office

Job Purpose:

Provide support to Senior Managers at the Credit Administration Unit with comprehensive administrative post approval process with full responsibility for Credit Documentation, and Credit Monitoring, ensuring accuracy, compliance, and effective monitoring throughout the entire loan lifecycle and mitigate credit risk.

Main Responsibilities:

- Review all conditions subsequent to credit approvals, including but not limited to, ensuring timely payment of land rent for secured properties and prompt renewal of insurance covers to safeguard bank collateral.
- Monitor and test all financial covenants in line with approved thresholds and stipulated testing frequencies.
- Regularly review the credit portfolio and notify business units of facilities approaching renewal to prevent unnecessary extensions or disruptions.
- Review loans in arrears and proactively engage with the respective business segments to ensure timely regularization and resolution of overdue accounts.
- Monitor overdraft facilities to identify accounts that have exceeded approved limits or have expired and promptly communicate such instances to the relevant business segments.
- Flag overdraft facilities with persistent hard-core utilization (80–100) over a sustained period and escalate for appropriate action.

- Review unauthorized overdrafts resulting from matured Letters of Credit (LCs) and called-off guarantees and follow up with the respective business segments to ensure timely regularization.
- Identify early signs of account deterioration to initiate timely remedial action, thereby minimizing loan losses and supporting the bank's profitability.
- Track, monitor, and ensure timely closure of all credit exceptions.
- Accurately and promptly update collateral records in the Collateral Management Tool (CMT).
- Coordinate and facilitate the discharge and release of collateral for fully settled facilities.
- Follow up to ensure timely completion of annual credit facility reviews.
- Participate in internal and external audits as well as quality checks to ensure full compliance with internal policies and regulatory requirements.
- Provide expert guidance and support to business units on loan documentation requirements and best practices.
- Stay informed on relevant industry regulations, trends, and developments related to credit documentation, Monitoring and administration.
- Contribute to credit-related projects, including the development and enhancement of credit tools and systems.
- Play an active role in credit administration, monitoring, and documentation functions across the department.
- Perform any other duties as may be assigned by the Head or Senior Managers of the Credit Administration Unit.

Knowledge and Skills:

- Business understanding of loan portfolio management, NMB lending policies and loan products.
- **Technical** Computer literacy (Excel application is crucial); Data analysis
- **Behavioral** Communication, Negotiation, Time Management, Teamwork, relationship management, accuracy, attention to details, gathering information.

Qualifications and Experience:

- Bachelor's degree in Banking, Finance, Accounting, Economics, Statistics or related fields.
- Banking experience of more than 3 years preferably in retail lending.

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Job opening date : 03-Jul-2025

Job closing date : 12-Jul-2025

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3. Project Manager (Fixed Term - 2 Years) (1 Position(s))

Job Location: Head Office

Job Purpose:

Responsible for overseeing significant projects and programs under the portfolio of business (i.e. wholesale banking, retail banking, and treasury). The assigned initiatives shall support delivery of the bank's strategic objectives, enhance customer and user experience, reduce reliance on manual processes and improve efficiency.

Main Responsibilities:

- Coordinate with cross-functional teams, vendors/suppliers, regulators, and other stakeholders to successfully deliver the assigned projects and programs.
- Organize and facilitate workshops with the objectives of determining and implementing projects objectives, scope, requirements, business case, implementation approach, risk controls, and governance framework.
- Develop project plans with a comprehensive list of all envisaged activities, milestones, deliverables, and their corresponding ownership.
- Estimate allocation and motivation of resources, budget and participants required to achieve the projects goals.
- Structure logical projects, work streams, assign and track ownership to relevant teams.
- Support projects in other portfolios whenever required to ensure they are delivered within the approved project baselines.
- Regularly communicate with stakeholders to provide updates on projects status, gather and implement feedback in line with the project objectives.
- Ensure that delivered solutions comply with relevant regulations and industry standards.
- Stay updated with industry trends and best practices to enhance project delivery.
- Establish relevant projects' governance and communication structures for all designated projects.
- Serve diligently as a secretary of the project working committee (PWC) and the project steering committee (PSC).
- Manage project risks, issues, dependencies, and assumptions by ensuring early identification, and clear ownership of risk events with timely escalation to appropriate level of management.
- Monitor progress against the baselines and institute corrective measures in the event of any deviations.
- Manage changes to the approved baselines in line with the agreed process.
- Facilitate development and execution of the testing strategy and test plans for assigned projects.
- Onboard and manage training of the testing team for assigned projects.
- Organize for availability of relevant testing resources e.g., testing environment, facilities, etc.
- Oversee the execution of system integration, user acceptance testing and other quality assurance tests.
- Facilitate closure workshops for completed projects and ensure lessons learned are documented for use in future practices.
- Develop and agree with relevant stakeholders on an appropriate project benefits management framework and subsequently oversee a smooth handover of the framework to the designated benefits manager.

- Ensure an effective maintenance and support model is established and handed over for operation.
- Produce the projects' closure report and secure its approval from relevant executives.

Knowledge and Skills:

- Understanding of banking processes and specifically under business portfolio (wholesale banking, retail banking and treasury).
- Experienced in scaled agile implementations.
- Experienced in managing process automations.
- Knowledge of workflow tools and technologies.
- Knowledge of relevant regulations, industry standards, and best practices in banking and digital solutions.
- Proficiency in project management tools and software.
- Excellent interpersonal skills.
- A proven self-starter with ability to work under high pressure environment.
- Good verbal, written and presentation skills.
- Strong leadership, communication, and organizational skills.
- Excellent planning, organization, and multitasking skills.
- Excellent report writing skills.
- People management skills.
- Team building and coaching skills.
- Talent Management skills.
- Strong written and oral communication skills.
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Strong customer service skills.

Qualifications and Experience:

- Bachelor's Degree in Information and Communication Technologies (ICT), Management Information Systems (MIS), Finance, or related fields.
- Certification in one of the recognized project management methodologies e.g., PMP®, Prince 2, etc is a must.
- Certification in one of the recognized Agile Frameworks e.g., SAFe®, Professional Scrum Master™, etc. is an added advantage.
- Certification in Business Process Reengineering methodologies e.g., Lean Six Sigma, etc is an added advantage.
- Sound Project Management background and practical application in a busy large corporate setting with at least 4 years' experience.
- Experience in banking or financial services, with a focus on workflow automation.

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Job opening date : 25-Jun-2025

Job closing date : 09-Jul-2025

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