



1. Monitoring Officer (Fixed Term - 2 Years) (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, 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.

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.
- 2 years' banking experience with at least 1 year in retail lending.

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 : 22-Sep-2025

Job closing date : 06-Oct-2025

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2. Specialist; Database Adminstrator (1 Position(s))

Job Location :

Head Office, Hq

Job Purpose:

Perform database installation, configuration, maintenance, backups and recovery and keep the database smoothly up and running 24/7. Provide a seamless flow of information throughout the company, considering both backend data structure and frontend accessibility for end-users.

Main Responsibilities:

- Perform database installations of high availability and quality depending on each end user's systems.
- Manage the security and disaster recovery aspects of a database.
- Manage database users access permissions and privileges.
- Minimize database downtime and manage parameters to provide fast query responses.
- Monitor database performance, implement changes and apply new patches and versions when required.
- Use high-speed transaction recovery techniques and backup data.
- Perform regularly backup, restoration tests and recovery plans to ensure database integrity.

- Work closely with IT project teams.
- Determine, enforce and document database policies, procedures and standards.

Knowledge and Skills:

- Business understanding of systems in banking, and specifically knowledge of the Flexcube Core Banking System.
- Knowledge of High Availability (HA) and Disaster Recovery (DR) options for Oracle, MSSQL, MySQL, PostgreSQL, MongoDB and MariaDB.
- Technical Database Administration preferably Oracle, MSSQL, MySQL, PostgreSQL, MongoDB and MariaDB. Unix Administration and Middleware services e.g. WebLogic application server; Documentation skills
- Behavioral Attention to detail; Good communication skills

Qualifications and Experience:

- Bachelor's degree in Computer Science or related fields.
- Professional certifications OCA and OCP in Oracle Database 12c and above is mandatory.
- At least 2 years of experience with Database Administration for Oracle, MSSQL, MySQL, PostgreSQL, MongoDB and MariaDB.
- Experience in troubleshooting and resolving database problems.
- Experience in Performance Tuning and Optimization, using native monitoring and troubleshooting tools.
- Experience with backups, restores and recovery models.
- Experience in implementing operational automation using scripts.
- Experience working with Linux, Unix, Solaris and Windows Server.

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Only shortlisted candidates will be contacted.

Job opening date : 10-Sep-2025

Job closing date : 24-Sep-2025

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