

JOB DETAILS

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| Job Title | Business Manager: Banking – In the Office of the Chief |
| Banking Officer (Head Office) | |
| Division | Banking |
| Unit | Commercial Development Banking |
| Remuneration | R864 056.00 |
| Job Type Classification | Permanent |
| Location - Country | South Africa |
| Location - Province | Gauteng |
| Location - Town / City | Centurion |
| Email CV to | recruitment@tianaconsulting.co.za |

MAIN PURPOSE OF THE JOB

To provide a business management support function through the coordination of various strategic initiatives and operations management interventions thereby supporting the Chief Banking Officer and the team to achieve effective and efficient application of resources.

To support the Chief Banking Officer and the business unit team with various activities with particular emphasis on Business Planning, Cost Management; Financial Performance Management, and Reporting, Modelling and Data Analysis ,Project Coordination, Risk Management, Change Management, Operational and Administrative functions while facilitating proper governance and compliance to legislation and best practice within the framework of the Land Bank's policies and guidelines.

Key Performance Areas **1. Business Planning at Divisional Level**

In liaison with the Chief Banking Officer coordinate various business planning and strategic initiatives and projects on behalf of the various Departments within the Division. These include amongst others the following:

- Coordinate and contribute to the development and implementation of the Corporate plan and Divisional plan to execute agreed strategic objectives.
- Work with team members and secures cooperation from colleagues and divisional team members to implement key strategies, projects and initiatives as identified for the division.
- Coordinate, monitor, track and report on these strategies and initiatives including recommending enhancements/changes as and when required.
- Provide business intelligence to the Chief Banking Officer by conducting studies, research and keeping abreast on issues affecting areas of responsibility which inform the direction of the Division.

2. Strategic Coordination and Preparation for Meetings, and Engagements

- Prepare the divisional annual calendar

- Engage with Chief Banking Officer's direct reports and prepare the agenda for the Management Committee (Manco)
- Track all resolutions and action items arising from the Manco meetings
- Coordinate and/or prepare any required concept documents, reports, memos, letters and presentations on behalf of the Chief Banking Officer/General Managers as and when required.
- Research, collate any relevant information and scrutinise complex submissions/reports and provide input or feedback to the Chief Banking Officer.

3. Operational and Divisional Efficiencies

- Proactively support the Chief Banking Officer with specific reference to the following:
 - Establish and implement effective business support functions, set up and maintain systems processes and procedures that will contribute towards improving efficiencies and improve the customer experience
 - Manage the effective flow of information and documents across the division down to implementation level
 - Monitor and evaluate efficiencies and identify opportunity for enhancement including improvement of products and services through established mechanisms
 - Champions new ways of delivering services that contribute to the improvement of processes in order to achieve organisational and divisional goals.
 - Act as the Budget Controller for the Chief Banking Officer, monitor and report on variances concerning the budget.

4. Risk, Governance and Ethics Management

- Represent Division as a Risk champion.
- Monitor aspects related to business continuity and Enterprise Risk Management.
- Identify potential risks within areas of responsibility and make recommendations to mitigate identified risks.
- Updating risk register and tracking progress.
- Incident management report.
- Implements innovative service delivery options in own section.

5. Project Management

- Plan, manage, monitors and evaluates activities around designated strategic projects in order to support the delivery of desired outputs and outcomes.
- Monitor and track project goals and objectives and progress within prescribed time frames and funding parameters.
- Coordinate high level meetings and events in collaboration with the relevant support divisions related to the project.

6. Divisional Performance Reporting

- Compiles divisional Performance Reporting

- Track, monitor and report on the Performance Scorecard of the Division and all the departmental/business units in the Division.
- Lead optimization projects to improve client service and operational efficiencies.
- Analyse system and data gaps to implement reporting requirements.
- Participate in the process change committee, to ensure changes across the business are integrated and aligned.
- Facilitate policy revisions pertaining to the division.

7. People Management

Performance Management

- Analyse the business plan to determine the applicable deliverables and targets.
- Compile the Performance Management documentation in collaboration with the staff member.

Capacity Planning

- Determine the human resource requirements, in accordance with the expected deliverables and current capacity.
 - Secure the human capital requirements to ensure that deliverables will be met in accordance with the expected targets.
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- Preferred Minimum Education and Experience Postgraduate tertiary qualification in relevant area of focus / Financial Management / Cost Management / Business Administration.
 - 5 - 8 years relevant work experience as a Business Manager / Cost Management Practitioner / Financial Modelling / Management Consultant / Project Manager / Chief Banking Officer Coordinator.
 - 5 years Leadership experience in a comparable environment.
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- Critical Competencies Analytics (relevant to the function)
 - Legislation
 - Strategic Report Writing
 - Microsoft Office
 - Project Management Principles
 - Financial Principles and Modelling
 - Strategic Planning and Processes
 - Governance and Risk
 - Sub-committee meetings and Board knowledge
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- Additional Requirements Extended hours as and when required.
 - Travel as and when required.