



1. JOB TITLE: Database Administrator Specialist

Locations; Head Office NBC

time type: Full time

time left to apply: End Date: May 22, 2025 (13 days left to apply)

job requisition id: R-15975032

NBC is the oldest serving bank in Tanzania with over five decades of experience. We offer a range of retail, business, corporate and investment banking, wealth management products and services.

Job Summary

The Database Administrator Specialist role is responsible for the timely delivery, support, and implementation of complex enterprise Database systems as part of Bank's strategy. The Candidate through effective communication with stakeholders and ability to support, direct towards successful delivery of Business Goals; will work hand in hand with Business teams to support key strategic priorities which includes but not limited:

- Support all Existing and Future Projects for all environments (Production, Disaster Recovery, UAT & SIT) Database Infrastructure needs (Oracle, SQL, PostGRE, MySQL Databases)
- Core Banking Database Upgrades
- Support Oracle, Microsoft SQL, PostGreSQL and MySQL Databases
- All Databases Data Migrations, Validations and Quality Projects & Requirements
- Support Technology transformation through team Capacity building

- Business Products, Audit and Processes enhancements
- BAU support including Batch runs, reports and fixes deployments.

Job Description

Database Operations and Application Support 75%

- Work hand in hand with our Technology Application Support, Business and Management teams in daily execution of BAU and Strategic support activities/requirements for enhanced delivery.
- Support the scoped key Projects and engagements timely delivery seamlessly to ensure Business value and Bank objectives are met.
- Support ongoing Projects and further streamline Business processes and Products to ensure best practices at enhanced competitiveness.
- Provide progressive Weekly/Monthly assessments and recommendation reports on the Databases performance, Infrastructure requirements and enhancements.
- Be actively involved in enhancing Business Products intelligence strategy, Best practices with Product Setups, charges, enhanced Business processes etc. to ensure income leakages and unaccounted losses/income are realized and mitigation effectiveness continually improved.
- Perform assessments for Core Banking System upgrades and lay the foundations for a seamless transitions upgrade; in readiness to fully support the Core Banking system upgrade end to end.
- Support End of Day, End of Month and End of Year Batch runs; handling all issues/incidents arising.
- Collaborates on the initial hardware requirements, installation and configuration of a new/upgrade existing Oracle, SQL, and Postgres Server etc.
- Efficiently importing large volumes of data that have been extracted from multiple systems into a data warehouse environment.
- Create backup and recovery plans and procedures based on industry best practices, then make sure that the necessary steps are followed (develop, manage and test back-up and recovery plans).
- Establish the needs of users and monitor user access and security.
- Monitor performance and manage parameters in order to provide fast responses to front-end Applications performance tune database queries.
- Install and test new versions of the database management system (DBMS).
- Creation of databases and manage schema objects (tables, indexes, views etc.).
- Control migration and changes of all schema objects.

- Proactively monitoring the database's health and taking preventive or corrective action as required
- Monitor application related jobs and data replication activities.
- Maintain data standards, including adherence to the Data Protection Policies.
- Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata).
- Control access permissions and privileges.
- Ensure that storage and archiving procedures are functioning correctly upholding proactive carry out capacity planning.
- Work closely with project managers, Vendors, and other stakeholders in addressing issues/incidents/problems for prompt issues resolutions.
- Perform general technical troubleshooting and give consultation to development teams.
- Writing disaster recovery plans to uphold DR recovery and resilience tests engagements for Business Continuity assessments etc.
- Work as part of a team and provide 24x7 support when required.

Security control and Compliance 25%

- Define and monitor user access and permissions based on principle of least privilege.
- Enforce data protection policies, standards, and audit controls.
- Maintain adherence to internal security protocols and external regulatory compliance.
- Develop, document, and test backup and recovery strategies aligned with industry best practices.
- Write and maintain disaster recovery (DR) plans and participate in resilience and business continuity testing.
- Ensure DR readiness for all mission-critical databases and applications.
- Provide weekly and monthly assessments of database performance and infrastructure requirements.

Accountability : Manage Career Development

- Proactively identify personal development areas and training needs
- Meet training objectives as set out in personal training and development plan
- Complete all mandatory training assigned

Education and Experience Required:

- BSc. In Computer Science, Engineering or related field with informatics as core.

- Evidence Proficient expertise with supporting Oracle Flexcube Core Banking Database at 99.9% availability
- Oracle, SQL, PostGRE, MySQL Databases Certified.
- Knowledge of banking/branch operations.
- Good understanding of ITIL processes and associated concepts.
- High degree of commercial awareness with sound understanding of key contractual obligations and risks to maximize benefits.
- Strong customer liaison and relationship management skills.
- Excellent communication and presentation experience.
- Must be able to work under pressure, take clear ownership of issues and projects and drive to ensure a successful closure for the customer, peers and IT Production.
- Financial management – budget preparation and managing to budget.
- Experience of financial services preferred.
- At least 5 years in IT Database Infrastructure and operations role.

Knowledge, Skills and competences required:

- Knowledge on the trending banking software and technologies in the market.
- Excellent written and oral communication
- Aggressive Problem-solving skills and follow through; Pragmatic and thorough
- Familiarity with Agile development methodologies.
- Experience with varieties of databases and object-relational Mapping (ORM) frameworks.
- Must be a self-starter and have the ability to work independently with little supervision.
- Business Processes Improvement and Management

Qualifications

Bachelor`s Degrees and Advanced Diplomas - Information Technology, Experience in a similar environment

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2. JOB TITLE: **Markets: Sales Dealer**

Locations: Head Office NBC

time type: Full time

time left to apply: End Date: May 22, 2025 (13 days left to apply)

job requisition id: R-15974955

NBC is the oldest serving bank in Tanzania with over five decades of experience. We offer a range of retail, business, corporate and investment banking, wealth management products and services.

Job Summary

To execute the Markets Sales business strategy according to the Markets Strategy and Policies & Procedures, and in line with Group Values.

Job Description

Accountability: Markets Sales Dealing. Time split : 80%

- Drive and manage revenue growth and to meet the sales budget
- Lead on development of New Products, under the guidance of the Head of Markets Sales, actively participating in the implementation of the Markets Sales Strategy in line with Markets Sales country sales requirements.
- Working closely with the Head of Markets sales to implement sales growth strategy across the portfolio which includes:
 - On-boarding relevant clients
 - Collaboration with stake holders in mapping and closure of deals
- Working closely with the Head of markets sales to implement the Risk Management Products (RMP's) roll out in country, which includes:
 - Assisting the NPA champion in ensuring that NPA approvals are obtained for markets product
 - Looking for opportunities to present RMP's to clients and Closing RMP deals

- Ensure that all branch FX transactions are advised and covered through the FX trading desk for efficient management of FX position
- Acting as the primary point of contact for both internal (Corporate & RBB) and external Markets Sales clients, ensuring regular face-to-face engagement with the Corporate team to promote teamwork
- Manage one's Direct Dealing Mandate (DDM) client portfolio, to include:
 - Daily contact with DDM clients
 - Regular face-to-face interaction with DDM clients
 - Regular contact with principal Relationship Manager
- Managing one's allocated client portfolio and support the team in the management of the other client portfolios where needed
- Under the direction of the Head of Markets Sales achieving a leading position in the chosen products, markets and segments by:
 - Spending at least 50% of one's time meeting with existing and identified new clients
 - Giving superior customer service
 - Presenting the full NBC product set to clients whilst managing the product portfolio to suit client needs
 - Expanding the customer base to financial institutions and investors as is appropriate
 - Engaging with and delivering on Business Banking initiatives to grow the client base and the product distribution
 - Undertaking customer visits and joint customer visits with Corporate
- Managing one's client portfolio to generate strong growth and sustainable returns over the business cycle with special focus on Customer Service and Financial Performance
- Assisting the Head of Markets Sales in achieving strategic and tactical objectives

Accountability: Reporting : Time split : 5%

- Providing reporting on client growth, volume and profitability in one's own portfolio
- Updating client pipeline and tracking the same for closure.
- Providing detailed Management Information to the Head of Markets Sales on the composition, performance and profitability of the client portfolios on a monthly basis
- Assisting the Head of Markets Sales with any ad-hoc reporting requests

Accountability: Risk management. Time split : 10%

- Maintaining a strong compliance culture
- Adhering to all the policies and procedures of the bank
- Ensuring that all deals are dealt within dealer limits (market risk limits, counterparty limits, dealer's mandate)
- Ensuring high quality of service to all clients (reputational risk)

Accountability: Personal Development. Time split : 10%

- Actively managing one's own technical and soft skills development in conjunction with the Head of Markets Sales
- Researching, identifying and proposing training solutions for own development to the Head of Markets Sales
- Maintain an up to-date knowledge of economic conditions and market trends, on which to base informed dialogue with customers concerning the market risks in their business.

Education and Experience Required

- Bachelor's degree
- ACI Dealing Certificate
- 1-2+ years related experience

Knowledge & Skills: (Maximum of 6) Competencies: (Maximum of 8 competencies)

- Knowledge of Markets products
- Knowledge of Sales Techniques
- Understanding of interest rate and foreign exchange markets
- Understanding of interest rate risk, foreign exchange risk and credit risk
- Understanding of the policies, procedures and ethical requirements of a Markets environment
- Understanding of Markets back-office operations
- Excel competency
- Communication skills
- Understanding of political and economic activity and the impact on economic trend and outlook

Qualifications

Bachelors Degree and Professional Qualifications - Business, Commerce and Management Studies, Commercial mindset - Junior (Meets all of the requirements), Customer Excellence - Service Delivery (Meets all of the requirements), Digital

familiarity (Meets all of the requirements), Effective communication - Basic (Meets all of the requirements), Experience in a similar environment at junior specialist level, Openness to change (Meets some of the requirements and would need further development), Product and/or Service Knowledge (Meets all of the requirements), Sales Management (Meets all of the requirements)

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