



Career Opportunities at Bank BIC Namibia Ltd.

Suitably qualified and highly motivated candidates are invited to apply for the following position.

OPERATIONS SUPERVISOR (OPSSD)

Bank BIC is looking for an **OPERATIONS SUPERVISOR** reporting directly to the Operations Manager:

Job Purpose

Assist with coordinating the OPSSD; provide quality operational support; provide day to day reconciliation

Key Responsibilities

- Input of day to day branch operations functions; LC's; CDI; CDE and SWIFT
- Validation and settlement of Money Market and Foreign Exchange operations
- Process Electronic Banking and Inter-Bank transactions
- Assist Branches by enabling them to provide quick and error free customer service
- Always maintain a high sense of urgency to quickly and effectively execute client requests
- Ensure correct execution of customer transactions
- Ensure timely reporting on suspicious transactions and activities
- Assist IT/PBBD with maintaining internal security on customer records
- Perform and verify core operations back-office tasks
- Input workflow and process in incorporating use of data processing and computer software of CARDS/POS
- Compile special reports on operating functions
- Input transactions and verify clearing controls of debit and credit cards

Education & Experience Requirements

- Grade 12; a tertiary qualification will be an advantage
- Excellent communication skills in English
- Experience in all aspects of operations and Payment settlement systems
- A minimum of 3 years' experience in a similar position
- Knowledge of Governance, Risk and Controls
- Computer literate
- Namibian Citizen
- Must be able to work after hours and over weekends

Core Behavioural Competencies

- Accurate; attention to detail
- Customer service orientated
- Strong organisational skills
- Excellent communication; analytical; problem solving and decision making skills
- Able to prioritize and work under pressure

Applications accompanied by a detailed CV (which must include a career outline to date) should be forward via emailto: hrresources@bankbic.no The email subject must illustrate the role the applicant is applying for.

PLEASE NOTE: only shortlisted candidates will be contacted. All applicants are subject to ITC & reference checks.

Closing date: 30 October 2020