



Consolidated Bank of Kenya Ltd is Kenya's SME bank of choice that provides flexible financial solutions that support our customers in achieving success. The Bank is well positioned, with presence in majority of the country's business hubs to continually offer pleasant and convenient services. We seek to recruit high caliber, results oriented and self-driven individuals to fill the position of **Business Development Officers**.

## **BUSINESS DEVELOPMENT OFFICERS**

### **Job Type**

Three (3) year Contract.

### **Job Purpose**

Reporting to the Branch Manager, the Business Development Officers will be responsible for delivering business performance through marketing of the Bank products while ensuring optimum productivity, quality loan book, operational efficiency and relations management.

### **Key Responsibilities**

- Support the credit function of the Branch by ensuring growth of a high quality loan book as per set targets.
- Develop good customer loan facility proposals that comply with the Bank's credit administration standards and policy.
- Market new liability accounts in line with the given targets – Deposit mobilization.
- Identify and understand specific client needs and deliver on time in line with the Bank's policies and procedures.
- Keep abreast with new developments in customer preference and advice management on relevant changes.
- Manage customer relations under personal portfolio and ensure that lasting relations are established with all clients.
- Ensure turnaround time as per the Service Level Agreements when providing service to customers.
- In liaison with credit administration unit, ensure timely renewal of insurance policies for assets charged as security and timely updates of valuation reports for properties held as security for loans extended by the Bank under personal portfolio.
- Effective monitoring of loan repayments, mitigating risks related to default and periodically reviewing the loan portfolio to manage likely problem areas.

- Ensure regulatory compliance and implementation of effective anti-money laundering procedures and controls.
- Ensure timely submission of management reports.

### **Qualifications and Competencies**

- Possess a bachelor's degree in a business related field.
- Possession of professional banking qualifications such as AKIB, ACIB or CPA will be an added advantage.
- Must have a minimum of three years' relevant working experience in the banking industry.
- Should possess strong credit risk management skills.
- Should have strong customer service orientation and commercial awareness.
- Should have excellent interpersonal, and negotiation skills with the ability to network, generate new business and develop strong business relations.
- Should have good knowledge of the Central Bank of Kenya Prudential guidelines and also the Bank's KYC policy.

### **Method of Application**

Qualified and interested candidates who meet the above requirements should send their application in HARD COPIES quoting the title of the position applied for on the cover letter and envelope, together with a detailed Curriculum vitae, copies of certificates and the contact information of three referees to:

**The Head of Human Resources  
Consolidated Bank of Kenya Limited  
P.O. Box 51133 - 00200  
NAIROBI**

All applications should be sent through the above address ONLY, and received no later than **5.00 p.m. on Wednesday, 19<sup>th</sup> April 2023**. Only selected candidates will be contacted.

*Consolidated Bank of Kenya Limited is an equal opportunity employer.*