



Trade Finance Officer

Job Summary:

The position holder is responsible for supporting the Bank's new strategy focused on team building, customer-centric thinking, and digital orientation.

Key Tasks & Responsibilities:

- Managing documents for Letters of Credit (LC) and export bills
 - A) SWIFT input for LCs and export bills
 - B) Handling import and export documents
 - C) Responding to customer and bank queries
 - D) Following up on document payments
 - F) Maintaining good relationships with partner financial institutions
- Any other duty that may be assigned

Person Specifications:

Academic Qualifications:

1. Master's degree (Master 2)
2. Professional qualification in Letters of Credit
3. Professional qualification in Bank Guarantees
4. Knowledge in transactions and transfers
5. Independence and objectivity

Experience:

At least four (4) years of banking experience

Knowledge, Skills & Attributes:

- Excellent interpersonal and communication skills
- Strong report-writing abilities
- Solid understanding of trade finance instruments (SWIFT input)
- Ability to trace transactions, analyze relationships, and address queries promptly
- Excellent command of English and French

3 – Collateral Finance Operations

Job Summary:

The position holder is responsible for managing collateral for financial transactions, ensuring compliance, and supporting trading activities through effective risk management and stakeholder communication.

Key Tasks & Responsibilities:

- **Collateral Monitoring:** Oversee the collateral management process, ensuring all collateral is valid, accurate, and complete according to policies and procedures.
- **Risk Management:** Analyze and verify collateral requirements for various transactions (swaps, futures, options, loans) to reduce credit risk.

- **Communication:** Liaise with counterparties to agree on collateral terms, resolve disputes, and ensure timely settlement of collateral movements.
- **Compliance:** Ensure compliance with regulatory and contractual obligations, and manage liquidity and risks of the collateral portfolio.
- **Optimization:** Identify opportunities to reduce costs and improve efficiency in the collateral management process.
- Any other duty that may be assigned.

Person Specifications:

Academic Qualifications:

- University Degree
- Good knowledge of clearing processes
- Strong relationships with shipping lines, transit agents, port and Free Zone authorities
- Coordination with partners to locate goods and assist clients during clearance
- Coordination with warehouse operators for storage, transfers within the Free Zone, or export to Ethiopia
- Independence and objectivity

Experience:

More than five (5) years of banking experience

Knowledge, Skills & Attributes:

- Excellent interpersonal and communication skills
 - Strong report-writing abilities
 - Strong understanding of import/export operations
 - Good understanding of port clearance and warehouse release processes
 - Good relationship with maritime agencies and port
 - Excellent command of English and French
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Chargé de Trade Finance

Résumé du poste :

Le titulaire de ce poste consiste à répondre à la nouvelle stratégie de la banque axée sur le travail en équipe, l'orientation client et la digitalisation.

Tâches et responsabilités clés :

- Gestion des documents de crédits documentaires (LC) et d'exportation de traites
 - A) Saisie SWIFT des LC et des documents d'export
 - B) Gestion des documents d'import et d'export
 - C) Traitement des demandes des clients et des banques
 - D) Suivi des paiements des documents
 - F) Maintien d'une bonne relation avec les institutions financières partenaires
- Toute autre tâche pouvant être assignée.



Profil du candidat :

Qualifications académiques :

1. Master 2 universitaire
2. Qualification professionnelle en crédits documentaires (LC)
3. Qualification professionnelle en garanties bancaires
4. Compétences en transactions et transferts
5. Indépendance et objectivité

Expérience :

Minimum 4 ans d'expérience bancaire

Connaissances, compétences & aptitudes :

- Excellentes compétences interpersonnelles et de communication
- Excellentes compétences en rédaction de rapports
- Bonne compréhension des instruments de trade finance (saisie SWIFT)
- Capacité à tracer les transactions, analyser les relations et répondre rapidement aux requêtes
- Excellente maîtrise de l'anglais et du français