

VACANCY ANNOUNCEMENT

Applications are invited from suitably qualified and experienced candidates to fill vacant positions tenable within the Bank, at its Head Office in Blantyre.

1.0 SYSTEMS & APPLICATIONS DEVELOPER – C5 (2 POSITIONS)

DIGITAL BANKING AND INNOVATION DEPARTMENT

Reporting to the Digital Banking Manager, the Systems & Applications Developer will be responsible for designing, developing, and maintaining software applications that drive innovation and digital transformation strategy for NBS Bank and the entire NICO group under the one NICO innovations hub.

Summary of Responsibilities

- Designs, develops, and implements innovative software applications to drive digital transformation across the entire NICO Group.
- Works closely with business teams to understand requirements and translate them into technical solutions.
- Develops and maintains APIs and system integration to enhance communication between NICO Group's digital platforms.
- Supports the automation of business processes to improve efficiency and customer experience.
- Ensures system security, scalability, and compliance with regulatory requirements.
- Troubleshoots and resolves technical issues in applications and systems.
- Collaborates with third-party Fintechs and partners to integrate new technologies into one NICO group ecosystem.
- Conducts thorough testing and participates in user acceptance testing (UAT) to ensure application reliability.
- Maintains documentation for developed systems, including technical specifications and user manuals.

Desired Qualifications

- Bachelor's Degree in Computer Science, Software Engineering, Information Technology, or a related field.
- Minimum of 3 years experience in software development, with a focus on financial systems or digital banking solutions.
- Experience with programming languages such as PHP (CodeIgniter), Java, Python, React Native, C# or JavaScript.
- Strong knowledge of databases (SQL, Microsoft SQL, MySQL, PostgreSQL) and cloud computing platforms.
- Experience in developing RESTful APIs and working with microservices architecture.
- Familiarity with DevOps practices and tools such as Docker, Kubernetes, and CI/CD pipelines.
- Knowledge of cybersecurity "best practices" in application development.
- Understanding of banking processes, payments systems, and fintech integrations
- Experience with Mobile App development (Android and iOS), using React Native is an added advantage

Personal Specifications

- Innovative thinking and a passion for digital transformation.
- Strong analytical and problem-solving skills.
- Ability to work independently and within a team.
- Excellent communication and interpersonal skills.
- Agile mindset with the ability to adapt to new technologies and methodologies.
- Attention to detail and commitment to quality.

2.0 ENVIRONMENT, SOCIAL AND GOVERNANCE (ESG) OFFICER - C5 RISK DEPARTMENT

Job Purpose

Reporting to the ESG Manager, the position holder implements and monitors ESG framework in the Bank, in line with the Bank's Strategic initiatives.

Summary of Responsibilities

- Implements ESG policy, procedure manual and ESG implementation tools.
- Plans and executes tasks to reduce ESG risks and environmental impact.
- Conducts compliance reviews and ensures stakeholders' adherence to laid down ESG policies and procedures.
- Maintains relationships with the business community, government, regulators, group companies and other key stakeholders.
- Collaborates closely with internal stakeholders to deliver sustainable finance solutions to diverse client base.
- Stays updated on emerging risks on sustainability as well as sustainable finance products, frameworks, and best practices to drive innovation within the Bank.

Qualifications

- Bachelor's Degree in Environmental Studies, Economics, Business and Finance or other related fields from a recognized tertiary institution.
- Certificates in Environmental, Social, Governance and Climate Risk will be an added advantage.

Experience and personal competences

- At least one (1) year experience in ESG framework development, implementation & awareness.
- Planning and organising skills
- Strong interpersonal and analytical skills

3.0 CBO PROCESSING OFFICER - C2

OPERATIONS DEPARTMENT- (PAYMENTS & TBO)

Job Purpose

To provide processing support to the middle off/KYC Section by executing customer instructions in line with bank's standard operating procedures, manuals and regulatory requirements.

Summary of Key Responsibilities

The successful candidate will be responsible for the following, among other responsibilities: -

- Receives instructions from Centralised back office through DataSTOR, and Team Lead through email (i.e. Salaries, funds transfers, account closure).
- Creates CIF, amends information and sends to Team Lead for authorisation.
- Opens Accounts and Capture Images, sends to Team Lead for authorisation.
- Rejects non-compliant Instructions with appropriate remarks by sending it back to Service Centres and other sending Units.
- Submits the processed applications to Team Lead through DataSTOR .
- Checks online transactions i.e. Loans/account opening.
- Compiles daily volume tracking reports and submit to the Team Lead for further action.

Qualifications and Experience

- Bachelor's degree in Banking or Accounting or Business Administration or related field from a recognised institution
- Minimum of 1 year exposure to Banking operations

Skills and Personal Competencies

- Planning and organising skills
- Strong interpersonal skills
- Good analytical skills

4.0 OFFSITE ATM OFFICER - B5 – 2 POSITIONS

OPERATIONS DEPARTMENT- (PAYMENTS & TBO)

Job Purpose

To manage offsite ATMs and ensure they are in good operational order.

Summary of Key Responsibilities

- Collects cash from Service Centers for loading in ATM machines.
- Conducts ATM cash replenishments and offloading process whilst ensuring that ATM balances do not go below prescribed limits.
- Conducts research on improvements in the ATM handling process and submits recommendations for improvement.
- Identifies and take action on real and anticipated risks around Off-site ATM operations.
- Reports any security breaches within specified policy requirements.

Qualifications and Experience

- Degree in Banking / Finance / Business Administration or its equivalent from a recognised institution.
- Minimum of 2 years Teller experience.

Skills and Personal Competencies

- Good verbal and written communication skills
- Team player with good planning and problem-solving skills
- Good Analytical Skills
- Strong Interpersonal Skills

Qualified and Interested candidates should send their applications and up-dated CVs with names of three referees, to : **recruitment@nbs.mw** , clearly marking in the subject line the position applied for.

Closing date for receiving applications is Wednesday, **21ST March 2025**. Only short-listed applicants shall be acknowledged.