

**VACANCY: SUPERVISOR GRADE III**

Bank of Baroda, (Government of India undertaking) is a Bank with an international presence including -8- branches in Fiji.

Applications are invited from suitable candidates fulfilling the eligibility criteria to fill present vacancy of **Supervisor Grade III on Contractual basis**. The eligibility parameters are as under:

SN	Parameter	Requirement
1.	<b>Qualification</b>	Certificate or Diploma or Degree in Accounting, Commerce, Economics, Management, Business, Banking or Finance.
2.	<b>Experience</b>	At least -3- ( <b>Three</b> ) years of work experience of Relationship/Credit Management/Credit Appraisal preferably in Commercial Loans with any Bank.
3.	<b>Key Responsibility Areas</b>	Supervisor is an important position in the team and provides wide role encompassing among the other areas, the following job responsibilities and functions to be performed under the direction of Manager/Deputy Manager/ Assistant Manager and Territorial Management Team: <ol style="list-style-type: none"> <li>1. To identify new business opportunities / conducting customer outreach programs with Loan product basket.</li> <li>2. To actively involve and meaningfully assist the Manager/Deputy Manager/ Assistant Manager in the development of business and maintenance of liaison with customers.</li> <li>3. Strong Sales and Relationship Management skills.</li> <li>4. Deepening Relationship with existing and potential Clients.</li> <li>5. To assess the financial statement of Company/Individual etc.</li> <li>6. Ability to carry out due diligence procedures</li> </ol>
3.	<b>Key Skills &amp; Abilities (Preferable)</b>	<ol style="list-style-type: none"> <li>1. Excellent analyzing, planning and organizing skills.</li> <li>2. Demonstrate active learning skills, effective communication skills (oral &amp; written) and ability to deliver customer satisfaction while adhering to Bank guidelines, procedures and standards.</li> <li>3. Good understanding of financial standards, Tax regulations and Local laws &amp; Regulations.</li> <li>4. Strong customer orientation, high attention to details and work with due diligence.</li> <li>5. Proficient in MS Office (Word &amp; Excel)</li> <li>6. Be self-motivated, have learning agility and possess Career progression oriented perspective.</li> </ol>

**SELECTION PROCESS**

Candidate should be Fiji citizen. Short listed candidates meeting the above criteria will be contacted

**SALARY AND BENEFITS**

The Bank offers one of the best compensation in the industry. The salary and other benefits will be as applicable to Supervisor (Grade III) at present.

**APPLICATION PROCESS**

Interested candidates may submit their applications in prescribed format. Written application must be submitted in Bank of Baroda (Fiji Operations) Employment Application Form which can be downloaded from the Bank of Baroda (Fiji Operations) website [www.bankofbaroda-fiji.com](http://www.bankofbaroda-fiji.com).

**Mandatory enclosures with application are: (1) Curriculum Vitae having contact details i.e. Mobile No., E-mail Id & Address (2) Certified copies of qualification certificates (3) Copy of Equivalent certificate (if applicable) (4) Copy of experience certificate/ details (5) Copy of Birth Certificate (6) Copies of ID & address Proof (7) Two (-2-) Passport sized photographs (8) Two (-2-) Professional references.**

Applications must be addressed to:

**The Chief Executive  
Bank of Baroda (Fiji Operations)  
86-88 Marks Street  
2<sup>nd</sup> Floor, Bank of Baroda Building,  
P.O Box 57  
SUVA**

**Application may also be submitted through email to: [hrm.fiji@bankofbaroda.com](mailto:hrm.fiji@bankofbaroda.com)**

**Last Date of receiving application: Friday 09-02-2024 at 5.00 p.m. Applications received after last date will not be considered.**