

VACANCY: Assistant Manager

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 **Assistant Manager on Contractual basis**. The eligibility parameters are as under ::

SN	Parameter	Requirement
1.	Qualification	Diploma or Degree in Accounting, Commerce, Economics, Management, Business, Banking or Finance.
2.	Experience	At least -9- (Nine) years of work experience with minimum experience of -7-(Seven) years in a Bank.
3.	Key Responsibility Areas	<p>Assistant Manager is an important position in the Managerial 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 and/or Territorial Management Team:</p> <ol style="list-style-type: none"> 1. To actively involve and meaningfully assist the Manager/Deputy Manager in the development of business and maintenance of liaison with customers. 2. Responsible for driving the set sales and service objectives for the branch as per the annual business strategic plans and achieve the desired profit levels consistent with the bank's objectives. 3. To canvass new Business including advances. 4. Supervise and control or to assist in the supervision and control of the operation of the branch, including advances and housekeeping function. 5. To guide, direct, motivate staff members working under, to achieve efficient management and functioning of the branch/office. 6. Provide effective leadership to staff and to exercise supervision and control on them. 7. To assist in the performance review (staff appraisals) and execution of job rotation and training of the staff in consultation with the Manager/Deputy Manager to enhance their skills. 8. To maintain high standard of customer services and marketing of banks products and services. 9. Conduct regular meetings with direct reports and brief them on changes within the retail organization or the bank as a whole. 10. To regularly monitor and maintain a healthy credit portfolio and NPA Management in consultation with the Manager and take corrective measures where necessary to avoid/curtail losses to the Bank. 11. To ensure timely submission of statements/returns and supervision of overall operations. 12. To perform the duty of Branch Head as per the requirement of the Bank. 13. Any other duties/role/responsibility that may be assigned by the Bank from time to time.
3.	Key Skills & Abilities (Preferable)	<ol style="list-style-type: none"> 1. Ability to lead & drive a team, have strong inter-personal skills and ability to adhere to timelines 2. Excellent analyzing, planning, managing and organizing skills. 3. Demonstrate active learning skills, effective communication skills (oral & written) and ability to deliver customer satisfaction while adhering to Bank guidelines, procedures and standards. 4. Marketing and selling skills. 5. Good understanding of financial standards, Tax regulations and Local laws & Regulations. 6. Strong customer orientation, high attention to details and work with due diligence. 7. Be self-motivated, have learning agility and possess Career progression oriented perspective.

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 Assistant Manager 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.

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
2nd Floor, Bank of Baroda Building,
P.O Box 57
SUVA**

Last Date of receiving application: Monday, 24-04-2023 at 4.00 p.m. Applications received after last date will not be considered.