

# JOIN OUR TEAM



Guaranty Trust Bank (Kenya) Ltd



## About the Bank

Guaranty Trust Bank (Kenya) Ltd is a subsidiary of Guaranty Trust Bank plc, headquartered in Lagos, Nigeria and listed on the London Stock Exchange. GTBank has been in operation for over 30 years, currently having 9 branches in Kenya and over 200 branches spread across East and West Africa as well as the United Kingdom.

At GTBank, we constantly strive to create the best outcomes for our customers and communities. Our strong service culture, efficient management, world class corporate governance standards and bias for innovation has enabled us maintain consistent year on year growth in customer base and profitability.

As a Proudly African and Truly International Institution, we are fully invested in powering our continent's progress and remain at the forefront of promoting enterprise and empowering small businesses through our product and service offering.

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## Relationship Officer

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### The Role

The Relationship Officer works within the Business teams and is responsible for the acquisition of new customers, developing and maintaining customer relationships as well maintaining a good quality portfolio. He/she conducts thorough borrower due diligence and prepares credit proposals while ensuring the attainment of monthly targets.

### Qualifications & Experience

- Bachelor's Degree in any business-related field
- Minimum 2 years relevant experience as a Relationship/Credit Officer in a financial institution
- Experience in financial analysis and due diligence of businesses and/or corporates

### Competencies & Skills

- Strong sales, persuasion and negotiation skills
- Understanding of banking/financial products and services, markets and regulations
- Demonstrable track record of working within a target driven environment with the ability to plan/manage own work schedule
- Excellent communication and customer service skills
- Strong commercial awareness with the ability to critically analyse business financial statements and assess creditworthiness
- Critical thinking and analytical reasoning capabilities
- Excellent interpersonal and relationship management skills
- Self-motivated, strong work ethic and proactive

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## Database Administrator

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### The Role

The Database Administrator works in the Information Technology department and is responsible for the management and maintenance of the Bank's databases for mission and non-mission critical databases. He/she acts as business liaison serving as primary point of contact between application business segments and existing databases.

He/she provides thought leadership for Database Management Systems (DBMS) teams in responding to database outages and recoveries in critical client-impacting situations. The Database Administrator is required to conduct scheduled system health checks, maintenance, troubleshooting and database back-ups to ensure they are tested and restored in line with the Bank's policies.

### Qualifications & Experience

- Bachelor's degree in an ICT related field
- 2-3 years working experience in a busy IT setup
- Oracle Certified Associate/Professional certification is desirable
- Experience in banking system knowledge & understanding of the banking industry and the regulations enforced by the regulatory authorities

### Competencies & Skills

- Possess versatility and demonstrable track record of working within a fast-paced environment with the ability to plan/ manage own work schedule
- Strong communication skills (both verbal and written)
- Critical thinking and analytical reasoning capabilities
- Self-motivated, strong work ethic and proactive
- Good creativity and continually brings fresh ideas to the table
- Possess good accuracy skills and an eye for detail
- Possess understanding of risk dynamics, controls and loss reporting
- Excellent organisational and planning skills

To apply for any of these positions, kindly send your CV to [jobske@gtbank.com](mailto:jobske@gtbank.com) on or before **Friday, 22<sup>nd</sup> October 2021**, quoting the **position title** and complete the requisite application form.