



## JOB DESCRIPTION

### ROLE DETAILS

- Position Title : Manager Public Sector (Head office)
- Position Level/Grade : Manager
- Reporting Line : Head of PSI
- Department : Commercial

### DESCRIPTION OF THE WORK, ROLE CONTRIBUTION & JUSTIFICATION

#### Basic Purpose

**Manager Government Relationship sit in Head office:** have a responsibility of managing Government portfolio located in DSM both central Government, Ministries - Supporting Dodoma Staff in follow-ups issues, Institutions - 120 institutions and local Government- DSM and nearest regions.

#### **Main Duties and Responsibilities:**

- Manage a portfolio of existing Institutional Banking clients by providing appropriate solutions to ensure portfolio growth and client retention.
- Support the unit's growth and profitability through effective development of new business with government institutions and private institutions in Zanzibar, covering both Unguja and Pemba.
- Work closely with other business units to drive the Institutional Banking strategy, with a focus on acquiring new institutional clients and key projects.
- Offer relevant financial solutions, including payment and collection solutions, while aligning with internal stakeholders for the execution of account plans.
- Support the preparation of Requests for Proposals, develop pricing proposals in conjunction with RFP responses, and obtain approval before delivery.
- Support the development of long-term Institutional Banking penetration plans for Zanzibar.
- Take the lead in market intelligence and advise the Senior Manager on various ongoing and upcoming development projects involving government and private institutions.
- Support the Cluster Manager - Zanzibar on matters requiring Institutional Banking support.
- Identify and develop a target pipeline while aggressively marketing to new profitable institutional customers.
- Exploit cross-selling opportunities across relevant banking products and services.
- Gather information required to prepare and assess credit applications while managing customer expectations.
- Manage the development of prudently priced assets and cost-effective long-term liabilities with reputable institutions and organizations to ensure maximum profitability for the bank.
- Act as bank's key contact person to the customers.

- Nurture and support Relationship Managers to ensure they have the necessary skills and support for effective corporate strategy execution.
- To perform any other assignment as assigned by the supervisor(s)

**Other Responsibilities:**

**Customer Focus Functions:**

- Complaint management
- Timely and accurate branch support
- Relationship management with all the employers and key decision makers

**Business Functions:**

- Productivity; Growth of portfolio and deposit
- Income growth; Interest and Non-interest income targets
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**KNOWLEDGE, SKILLS, QUALIFICATION AND EXPERIENCE**

**Knowledge and Work Experience**

- Bachelor’s degree in finance, Business Administration, Economics, or related field.
- 3 - 5 years’ experience in banking, preferably in Corporate Banking
- Strong understanding of credit analysis and Corporate lending.
- Proven sales and relationship management skills.

**Skills Requirements**

- Strong in cross-selling and upselling techniques
- Ability to analyze financial statements and cash flows
- Strong verbal and written communication

Name of Employee: \_\_\_\_\_

Name of Line manager: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

If you believe you can clearly demonstrate your abilities to meet the criteria given above, please submit your job application cover letter along with a detailed resume, copies of the relevant certificates and testimonials in a single PDF file format, quoting the respective Job title or Ref no. in the subject field to [TZRecruitment@equitybank.co.tz](mailto:TZRecruitment@equitybank.co.tz) by **Friday 22<sup>nd</sup> June 2026**

**Only short-listed candidates will be contacted.**

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*parties, except where disclosure is required by law or regulatory obligation”.*