

VACANCY

The Infrastructure and Development Bank of Zimbabwe (“the IDBZ/the Bank”) is a national Development Finance Institution (DFI) that supports infrastructure and development across all sectors of the economy. Its infrastructure focus is on Water and Sanitation, Housing, Irrigation Infrastructure, Transport and Energy. As part of its developmental mandate, the Bank offers financial & technical assistance to undertakings of all enterprises in furtherance of the National Development Agenda. As such, the Bank promotes the infrastructure value chain, agri-businesses, tourism, health & education, mining, export-oriented businesses, metals production, and the manufacturing sector. The Bank’s purpose is to uplift the livelihoods of all Zimbabweans through development financing.

To effectively execute its mandate, the Bank seeks to recruit the following personnel:

BANK TELLER

This position reports to the Manager – Banking and Exchange Control Division.

PURPOSE OF THE JOB

- Opening of deposit accounts
- Receiving cash deposits
- Issuing out cash
- Exchange control advisory role
- Receive local money transfer transactions (RTGS)
- Receive international money transfer transactions.
- Sending daily account statements for clients

KEY RESULT AREAS

- Foreign Currency Accounts management
- Cash custodian.
- Exchange control advisory
- Foreign currency trading



PRINCIPAL ACCOUNTABILITIES

Duties required of the incumbent are as follows:

- Ensures that no transactions are carried over (i.e. same-day processing)
- Creates deposit accounts within stipulated timeframes.
- Balances cash daily.
- Transaction tick back daily
- Enforces KYC requirements on account opening.
- Updates KYC database
- Processes over the counter cash transactions
- Basic exchange control advisory services
- Receives and verifies outgoing local and international transfers.
- Issues deposit account balances and statements to clients
- Maintains bank currency exchange rates on the rates board.
- General International banking and exchange enquiries

QUALIFICATIONS AND EXPERIENCE

- Degree in Banking, Finance, Accounts or equivalent
- Post graduate IOBZ Diploma qualification.
- 3 to 5 years relevant experience

Interested applicants should submit their applications together with a detailed Curriculum Vitae by no later than **Friday, 21 June 2024**. 'Persons with disabilities and female candidates are strongly encouraged to apply'.

To be considered, interested candidates are requested to forward their applications via email to hr@idbz.co.zw. All applications should be addressed to:

Director - Corporate Services and Human Resources
IDBZ House
99 Gamal Abdel Nasser Road
Harare.

