

**BRANCH MANAGER: C3
PONGOLA BRANCH**

**ITHALA SOC LIMITED
REFERENCE NUMBER: BN18007**

An exceptional opportunity awaits a dynamic individual with the right qualifications and experience to assume the position of a Branch Manager.

In this position, the ideal candidates will be required to:

- Manage savings, branch operations, resources and client queries.
- Market Ithala products and services.
- Manage branch sales and profitability.
- Manage client relationship.
- Ensure compliance with relevant legislations.
- Implement procedures and key controls.
- Produce reports.
- Manage all aspects of administration, including compilation of capital budgets and management information and maintenance of records.
- Manage all aspects of Human Resources.

The following minimum requirements must be met in order to be considered for this position:

- A Business / Financial related Degree/ 3 year National Diploma.
- First Level Regulatory Examinations.
- Five (5) to Six (6) years relevant experience in banking or financial environment, three years must have been at a supervisory level.
- Computer proficiency in MS Office and banking system.
- Knowledge of National Credit Act, FICA, Consumer Protection Act, PFMA.
- Knowledge and understanding of Ithala's Key Controls, Policies and Procedures.
- Understanding of Code of Banking Practice.
- Good interpersonal skills and ability to liaise with people at all levels.
- Good communication (verbal and written), administrative, planning and organizing skills.
- Good marketing and selling skills.
- Highest level of integrity, judgement and assertiveness.
- Presentation skills.
- Ability to effectively manage others.

In this position you will be required to work a five and a half day week, with longer working hours during pay days.

ITHALA EMBRACES THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT

CLOSING DATE: 16 FEBRUARY 2018

INTERESTED APPLICANTS MUST FORWARD A DETAILED CV; CERTIFIED COPIES OF QUALIFICATIONS AND ID DOCUMENT BY E-MAIL TO HR_recruitment3@ithala.co.za. KINDLY ALSO INCLUDE A MOTIVATION OF HOW YOU MEET EACH OF THE ENTRY REQUIREMENTS LISTED ABOVE AND QUOTE THE REFERENCE NUMBER FOR THE POSITION. YOU MAY FAX THESE TO 086 602 5281.

PLEASE NOTE:

- LATE APPLICATIONS AND APPLICATIONS WITH NO REFERENCE NUMBER WILL NOT BE CONSIDERED.
- E-MAIL USERS ARE REQUESTED TO SET THE DELIVERY OPTION ON BOTH "RETURN RECEIPT" AND "CONFIRM DELIVERY".
- CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES. ALL SHORT-LISTED APPLICANTS WILL BE SUBJECTED TO ASSESSMENTS, REFERENCE AND CREDIT CHECKS. IF YOU HAVE NOT BEEN CONTACTED WITHIN 1 MONTH OF CLOSING DATE OF THE ADVERTISEMENT, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.