

# Career Opportunities with Access Bank



*There is an exciting career opportunity available at Access Bank for a self-motivated individual with outstanding integrity, a good track record of performance, excellent oral and written communication as well as strong interpersonal skills. As part of its growth strategy, the bank is looking for an experienced candidate with suitable technical competencies to take up the following opportunity:*

## **Business Excellence Officer – Banking Operations Department**

To develop, document and Implement effective and efficient business processes within the Bank through research, work-study and internal and external process benchmarking.

### **Key Responsibilities**

- ◆ Identification of weakness within processes through research and structured walkthrough.
- ◆ Ensure relevancy of policies, processes and procedures through continuous and periodic reviews in relation to policy and process changes.
- ◆ Prepare process workflows and carry out analysis of present processes to identify opportunities for enhancements.
- ◆ Monitor and report on results achieved through Operational Excellence.
- ◆ Documentation and standardization of all functional policies and procedure manuals and forms using flow-charting, process mapping, and value stream mapping.
- ◆ Coordinate requirements elicitation workshops to refine, validate and prioritize Business Requirements.

### **Key requirements for this role**

- ◆ IT Degree or Relevant Business Experience.
- ◆ 2+ years' Banking Experience.
- ◆ Working knowledge of data analysis, project management, excellent numeracy and competent use of ICT systems including working knowledge of Excel is essential.
- ◆ Experience using a range of research methodologies in the analyses of complex data to identify trends, priorities and emerging themes.

Access Bank (Plc) Botswana provides a competitive package and will offer the successful candidate a salary commensurate with the person's qualifications and experience.

If you believe you are the right candidate for this position, please send your application, cover letter, detailed curriculum vitae, certified copies of academic certificates, Omang and contacts of three referees to **[botswana-careers@accessbankplc.com](mailto:botswana-careers@accessbankplc.com)**

To be considered, your application must be received by **30th May 2022**. Only short listed candidates will be contacted.