



Head: Operations, Corporate and Centralised Operations

Location: Windhoek, Namibia

Company: Access Bank Namibia

Position: Head: Corporate and Centralised Operations

Job grade: D2 (Paterson grading)

The Head of Corporate and Centralized Operations is responsible for ensuring efficient coordination of the Bank's Central Processing Centre (CPC) operations, ensuring accuracy, compliance, and seamless functionality across all branches.

Key Responsibilities:

- Develop and implement the framework for the Bank's Central Processing Centre (CPC) operations.
- Ensure timely and accurate compilation of returns from branches.
- Enforce strict compliance with CPC policies, both regulatory and internal, at all branches.
- Oversee efficient CPC operations across all areas of the Bank.
- Build and manage relationships with both Clearing and Non-Clearing Banks.
- Monitor reconciliation of interbranch and inter-region clearing settlement accounts.
- Ensure proper documentation and record-keeping for all operations.
- Develop manpower and resource plans for the department.
- Foster the career development and training of direct reports.
- Perform other duties as assigned by the Chief Operations Officer.

Qualifications:

- A minimum of a bachelors degree in any discipline.
- Formal Training in Banking Law/Regulations is an added advantage
- Minimum of 6-8 years in banking or financial services, with at least 3 years on management.
- Experience in banking operations and electronic payment solutions is essential, with IT experience being an advantage.

Access Bank Plc (Namibia) is an Equal Opportunity Employer, offering a competitive salary package. The successful candidate will receive a salary commensurate with their qualifications and experience. If you meet these criteria, please submit your application, including a cover letter, resume, and certified copies of academic certificates, to:



hrnam@accessbankplc.com on or before **31 March 2025**, ensuring the position you are applying for is indicated in the subject line. **Kindly note that only shortlisted candidates will be contacted.**