



CO-OPERATIVE BANKS DEVELOPMENT AGENCY

27th Floor, 240 Vermeulen Street • Private Bag X115, Pretoria, 0001 • Tel: 012 315 5367 • Fax: 012 315 5905 • email: CBDA@treasury.gov.za

CO-OPERATIVE BANKS DEVELOPMENT AGENCY (CBDA)

CFI SUPPORT AGENT (3 YEAR CONTRACT): CENTRAL SUPPORT SERVICES

REF: 20180410

SALARY: FROM R287, 795.97 – R339, 017.61 PER ANNUM (COST TO COMPANY)

PRETORIA

PURPOSE:

To provide system support, training and implementation of the banking platform project to the participating Cooperative Financial institutions (CFIs).

KEY OUTPUTS:

This position will report to the CFI Support Team Leader and the successful candidate will be responsible for the activities associated with the job description of a CFI Support Agent within the CBDA, which include, but are not limited to:

System Support: Assist CFIs to perform system user registration and activation• Provide guidance and support to CFI system users on operating the banking system.

System user Training: Conduct system user training to the system user of each participating CFI.

Banking Platform Implementation: Prepare the CFI sites and ensure readiness for Banking Platform Implementation• Perform system CFI products testing and User Acceptance testing• Collect, formulate and submit to the system service provider the CFI member data, account data for migration onto the banking platform.

Liaising with Client CFIs and System Service provider: Liaise with CFIs and/or system service provider to share information, resolve queries and to recommend improvement.

The CBDA is an equal opportunity employer.

Please forward your detailed CV, quoting the above reference number for the attention of Ms. Ayanda Radebe. Co-operative Banks Development Agency, Private Bag X115, Pretoria, alternatively hand delivery to Co-operative Banks Development Agency, National Treasury Building, 240 Madiba Street, Pretoria, 0002 or e-mail your CV to CBDARecruitment@treasury.gov.za

NOTE: Correspondence will be limited to shortlisted candidates only. The preferred candidate (s) will be subjected to a competency assessment, security clearance and qualification verification and be required to enter into a performance contract.

REQUIREMENTS:

- National diploma/ Degree in Banking; Accounting; Information Technology; Finance or related qualification;
- Must have a valid driver's licence;
- A minimum of 1-2 years' experience in banking, financial services, accounting and/ or investment management;
- Working experience or knowledge at a junior level in development of financial co-operatives; microfinance institutions or financial sector development would be an added advantage;
- Knowledge of banking operations within South Africa will be an added advantage.

Closing date: 25th April 2018 by close of business.

No late applications will be considered.