

POSITION DESCRIPTION

MANAGER – PROCESSING UNIT, CURRENCY DEPARTMENT

This Position Description outlines the role, skills, relationships, authorities and accountabilities. The position's competencies and the Bank's values are included. These form the basis for Job Evaluation, Performance Appraisal (setting key result areas and targets) and Recruitment.

1. Department Purpose Statement

The Currency Department:

- Has primary responsibility for the following BPNG function:
 - issue national currency and maintain its acceptability
- Has review or support responsibility for the following BPNG function:
 - provide settlement banking services and payments systems
- Contributes as appropriate to the performance of other functions and to the overall achievement of BPNG's strategic objectives

2. Processing Unit Purpose Statement

The Processing Unit is responsible for;

- Withdrawal of unfit national currency from circulation.
- Secure storage and processing of unfit national currency for destruction/disposal.
- Secure storage and processing of fit national currency for re-circulation.
- Authentication re-sorting and re-packaging of fit currency for re-issue
- Maintenance and operations of the automated cash processing machines.
- Support and maintenance of cash processing machines and liaising with vendors.
- Assist in sourcing and recommending appropriate cash processing machines from vendors.
- Administer and liaise with commercial banks for settlement of discrepancies and effect ESA entries for applicable charges.
- Support the bank's clean note policy administering applicable penalties to commercial banks and effecting ESA entries.
- Shipment of recyclable polymer waste for proper disposal.
- Contribute as appropriate to the performance of other functions and the bank's overall achievement.

3. Role of Processing Unit Manager

- The primary role of the Processing Unit Manager is to effectively and efficiently manage/supervise and lead the unit staff to deliver the above Unit's and Department functional, support and contributory responsibilities.
- Operations compliance and security for cash holding.
- Planning, budgeting and cost control for the unit.
- Operations reporting for the unit.
- Allocation of currency notes for processing.
- Control and accounting for Note Processing outputs.
- Authorisation of accounting entries.
- Assist in sourcing and recommending appropriate cash processing machines from vendors.
- Liaise with processing machine/parts and consumable suppliers/service providers.

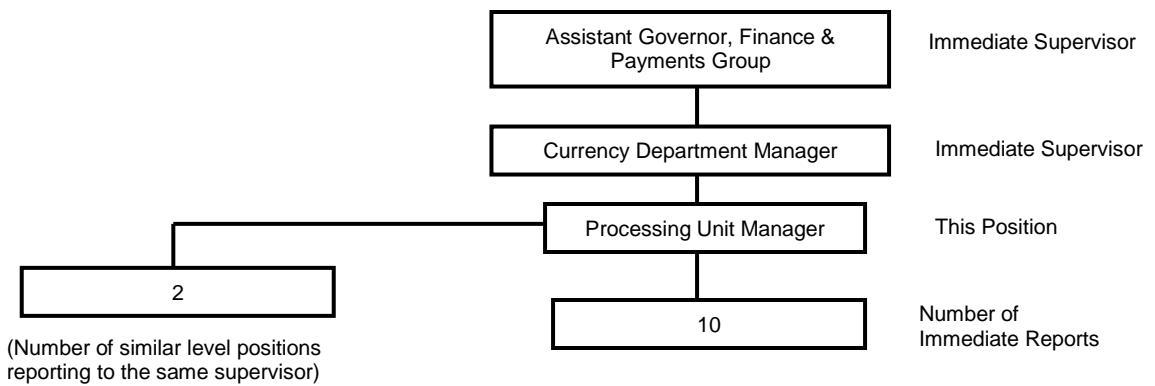
- Manage service agreement with cash processing solution vendor
- Shipment of recyclable polymer waste for proper disposal.
- Ensure strict compliance with all Occupational Safety and Health (OSH) requirements

4. Qualification/Experience/Skills/Competencies

The Processing Unit Manager will have:

- **Education:** appropriate tertiary degree qualifications (Business, Accounting, management, Banking & Finance, engineering) and experience to fulfil the requirements of the position
- **Experience:** appropriate background in banking
- **Professional / Technical Skills/Attributes:** appropriate technical and professional qualifications, skills and knowledge to deliver Key Result Areas

5. Reporting Relationships



Refer also to the full Organisation Chart

6. Working Relationships

The Processing Unit Manager will;

- Be directly accountable to the Manager, Currency Department
- Be directly responsible for his/her own Unit's staff
- Liaise and work closely with the Department Manager and other department staff
- Work with managers and staff from other departments in areas of common interest
- Develop and maintain working relationships with appropriate external parties

7. Authorities and Delegations

7.1 Financial: (authority limits, budgets ...)

- K10 k within approved budget
- Seek approval of designated management committee for administrative matters beyond approved budget

7.2 Staffing: (Authority to recruit, review performance ...)

- Recommend filling of Unit's vacancies within approved establishment
- Recommend reviews of establishment
- Responsible for 10 staff

7.3 Policy/Procedure: (Authority to vary policy, recommend change ...)

- Recommend currency policy amendment in line with best practice and business requirements.

8. Accountabilities

8.1. Issue National Currency and Maintain its Acceptability

Key Activities:

- Assist in ensuring national currency needs are identified including physical quality standards
- Assist in design and specifying currency instruments which meet these needs
- Assist in recommending and sourcing appropriate cash processing machines
- Liaise with Vendors of currency processing machines for supply/maintenance of any service agreements
- take measures to deter and detect counterfeiting and respond appropriately to any counterfeiting detected or reported
- take measures to deter or detect cash discrepancies
- ensure unfit currency are securely destroyed in accordance with the Bank's Security process and procedures and disposed appropriately
- Ensure proper packaging for re-issuable currency
- Provide appropriate physical security for currency processing, despatch and storage and for the Bank as a whole

8.2. Contribute to the Bank's long-term and short-term plans

Key Activities:

- Contribute to the development of the Bank's long range strategies and objectives and help monitor their achievement
- Participate in collective advice and decision making on the Bank's operational plans and resource allocations
- Ensure compliance with all legal, statutory and organisational policy requirements

8.3. Ensure the development of the Unit's capability

Key Activities:

- Ensure the same performance management system processes are carried out for all Processing unit staff
- Identify staff training and coaching requirements and meet within budget
- Ensure unit staff control and discipline in performing duties.
- Ensure staffs' Time & Attendance (T&A) is monitored and adjusted daily
- Plan and monitor staff leave from work
- Ensure and monitor Unit staff on Bank's dress code

8.4. Manage the Unit's Plans & its Budget

Key Activities:

- Prepare, negotiate, monitor and report on operational work plans and budgets

8.5. Support the Bank's Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

Key Activities:

- Demonstrate behaviours consistent with the Bank's values.

9. Requisite Competencies of the Role

Competency	Level of Competency
9.1 Planning	<ul style="list-style-type: none"> <input type="checkbox"/> Participates in the development of the <i>organisation's</i> strategic planning <input type="checkbox"/> Develops 8 quarter unit plan and budget <input type="checkbox"/> Develops and reviews the work group's operational and project plans. <input type="checkbox"/> Establishes plans to develop and maintain core competencies within the work group. <input type="checkbox"/> Plans and schedules staff work.
9.2 Organising	<ul style="list-style-type: none"> <input type="checkbox"/> Aligns the work group with the organisation's strategic positioning through its: <ul style="list-style-type: none"> - work flow design - position descriptions - team & individual behaviours in support of corporate values - work priorities of the work group - the application of project management practices
9.3 Decision Making	<ul style="list-style-type: none"> <input type="checkbox"/> Acts within delegations <input type="checkbox"/> Seeks consensus yet leads where necessary <input type="checkbox"/> Interprets policy for staff in work group <input type="checkbox"/> Takes accountability for work group decisions <input type="checkbox"/> Timely processing of request and task to the benefit of the department/unit or bank as a whole
9.4 Leadership	<ul style="list-style-type: none"> <input type="checkbox"/> Creates a work group environment that fosters growth, development & innovation <input type="checkbox"/> Facilitates co-operation and relationship effectiveness with the work group <input type="checkbox"/> Sets an example to the work group <input type="checkbox"/> Takes accountability for the work group's impact and behaviour <input type="checkbox"/> Communicates (written and oral) effectively in undertaking the accountabilities of the position
9.5 Performance management	<ul style="list-style-type: none"> <input type="checkbox"/> Facilitates team effectiveness within the work group. <input type="checkbox"/> Provides clear expectations and structure for teamwork and individual work <input type="checkbox"/> Establishes and maintains controls for work group's resources <input type="checkbox"/> Monitors and measures team process and projects to improve own and team performances <input type="checkbox"/> Participates in the organisation's mandated performance management processes
9.6 Relationship management	<ul style="list-style-type: none"> <input type="checkbox"/> Establishes and maintains effective relationships with the work group's internal and external customers and suppliers <input type="checkbox"/> Establishes and maintains effective working relationships with peers and people in other work groups <input type="checkbox"/> Is sensitive to and responsive to the current and possible future needs of internal and external customers and suppliers
9.7 Customer Focus	<ul style="list-style-type: none"> <input type="checkbox"/> Establishes and maintains work group processes and behaviours that ensure the services of the group are customer focussed <input type="checkbox"/> Monitors, measures, and continually improves the work group's customer focus <input type="checkbox"/> Seeks regular feedback from key customers of the work group about their perceptions.
9.8 Technical Proficiency	<ul style="list-style-type: none"> <input type="checkbox"/> Broad understanding of specialist and task skills to enable effective day-to-day management of bank officers