

Job Title: Strategy & Transformation Officer	Reference indicator:
Division: Strategy & Transformation	Department/ unit: Strategy & Corporate Planning
Job grade: Officer Trainee – Officer I	Version no.
JOB OBJECTIVE(S) <p>The candidate will be responsible for supporting the team in the execution of strategic initiatives, developing, monitoring and implementing the organisation’s corporate, business and functional strategies as well as corporate planning and reporting within the Unit.</p>	
DUTIES & RESPONSIBILITIES <ul style="list-style-type: none"> • Assist in the documentation and review of the company’s corporate strategic plan • Prepare periodic corporate performance/business review reports for management attention (as required) • Assist the Strategy & Transformation Officer in preparing periodic and ad-hoc strategic reports for the Holding company, and other internal reports for management, as required • Assist with the end-to-end planning and preparation for board & management strategy retreats • Ensure there is effective environmental, competitor, shareholder analysis and peer perception analysis on a regular basis • Manage the corporate planning aspect of business unit performance management; scheduling and documentation of minutes of divisional meetings (as required) and follow up on action items from the meetings • Conduct general industry research and maintain database of relevant macro-economic and financial services industry indices • Distil information from research data for the company's vantage positioning and continued relevance in the banking industry • Support the implementation of strategic initiatives as a portfolio • Perform other duties as required including preparation of board reports, other related external communications and other ad-hoc support required by the MD 	
EDUCATION <ul style="list-style-type: none"> • Minimum of a Bachelor’s degree in Strategic Management, Finance, Accounting, Economics or relevant course (Second Class Upper Division) 	
EXPERIENCE <p>1 – 3 years’ relevant experience. Preference is for experience gathered in a leading investment bank, professional services, or financial services firm.</p>	

KEY COMPETENCY REQUIREMENTS

The candidate is expected to possess competencies and skills in the following:

- Results orientated
- Effective communication skills
- Problem-solving
- Strong numerical skills
- Display strong research skills
- Self-learner with the ability to acquire the knowledge required to complete tasks
- Good appreciation of major industry and regulatory trends and challenges
- Display resourcefulness to achieve tasks
- Ability to be flexible and adaptable
- Ability to follow through on tasks and deliverables
- Display strong attention to detail
- Ability to interpret financial statements and perform required analysis (extract insights)
- Understanding and following up on macro events, impact on businesses
- Business writing, grammar, flow, punctuation, spelling, story boarding
- Strategic thinker; be able to connect the dots and identify opportunities

REPORTING RELATIONSHIPS

Reports to: Head, Strategy & Transformation

Supervises: N/A