



Job Title:	Graduate Trainee	Reports to:	Assigned Line Manager
Unit:	As assigned across the Business	Division	As assigned across the Business
Grade:	Graduate Trainee	Date:	January 2026
Period	12 Months	Supervisor:	As assigned across the Business
Signature:		Signature:	

Job Purpose Statement

The NCBA Graduate Trainee Program is aimed at preparing fresh graduates for the job market by giving them an opportunity to experience and learn from a real work environment, and in the process, creating mutual benefit.

Key Result Areas

The Graduate Trainees will be assigned various individual and group work assignments and will be required to work on and make presentations by the end of the Graduate Trainee period.

Job Dimensions

Reporting Relationships: jobs that report to this position directly and indirectly

Direct Reports	None
Indirect Reports	None

Stakeholder Management: key stakeholders that the position holder will need to liaise/work with to be successful in this role.

Graduate Trainee - Graduate Trainee contact person within assigned Department - Graduate Traineeship coordinator within HR department	External To be advised based on assigned department
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Decision Making Authority /Mandates/Constraints: the decisions the position holder is empowered to make (Indicate if it is Operational, Managerial or Strategic)

As per assigned mandates within various units across the Business

Work cycle and impact: time horizon and nature of impact (Planning)

(e.g. Less than 1 week, 2 weeks, 2 weeks – 1 month, **1 month – 3 months**, 3-6 months, 6-12 months, above 1 year)

Three-month performance report to be completed by Graduate Trainee and supervisor at the end of the period.

Ideal Job Specifications

Academic:

- Bachelor's Degree
- Minimum GPA 3.0 or Equivalent
- Minimum grade of B in CSEE with at least a B in both Mathematics and English
- Must have graduated within the last 24 months

NCBA Bank Core Values

- Driven - We are **passionate**, make **bold decisions** and **learn** from our failures. We seek **new challenges** and appreciate **different views** constantly raising the bar. We explore our **full potential**.
- Open - Our interactions are **candid, honest** and **transparent**. We **listen** to each other and our clients. We are **inclusive** and always **respect** each other.
- Responsive – We put our **customer's interests** at the heart of all that we do. We are **proactive, act quickly** and **resolutely** to deliver results. We keep it **simple** and seek new ways to **improve**.
- Trusted - As a **trusted partner** we do what is morally right always. We keep our **word**. We are accountable and **believe** in each other.

Technical Competencies

- Analytic skills
- Problem solving skills
- An eye for detail and data accuracy skills.
- Competence development to optimize own productivity.
- Planning and organizing skills for effective planning and execution of tasks and deliverables within timeframes and budget.
- Quality orientation to effectively perform activities/tasks in a manner that consistently produces high quality of service.
- Effective application of all relevant banking policies, processes, procedures and Graduate Trainee control guidelines to consistently achieve required compliance standards or benchmarks.

Behavioral Competencies	
	○ Possesses excellent written and oral communication skills. ○ Ability to deliver results by influencing team members. ○ Interpersonal skills to effectively communicate with and manage stakeholders' expectations both Graduate Trainee and external. ○ Self-empowerment to enable development of open communication, teamwork and trust that are needed to support true performance and customer-service oriented culture.