

To: - Placement Teams,  
Development Bank of Ethiopia

Subject: - Applying on manager, in electrical engineering team CRM technical division

I am pleased to be applying for the job of technical Manager on the vacancy that has been forwarded from our bank based on the new organizational structure. My education and experiences have prepared me to shine in management roles. I have been able to enhance my experience and management skills in a range of management positions, complimenting the engineering experience that I gained earlier in my career before I came to this bank working on the supervisor position at Sugar Corporation. I believe that the combination of these skills along with my ability to work well with and lead others will serve our bank well.

Moving from a senior electrical engineer to a technical Manager will be a change, but it is one that I have prepared and trained for throughout my career. As a technical Manager, communicating effectively with all concerned staff and customers was critical to my success, and I believe those skills will carry over well to the role of technical Manager.

Based on our bank vision "To be a World Class Development Bank that Help to Achieve Ethiopia's Economic Transformation Vision by 2030." ,policy and job description I strongly work as a technical manager to accomplished this vision.

Work activities that I will have been doing if I am considered in this position are

- Plan, organize and coordinate work activities of technical team
- Receive and review technical documents of loan applications and dispatch to respective team members for further screening and evaluation.
- Review and check projects progress reports prepared by respective engineers
- Review and check asset valuation reports prepared by respective engineers
- Review and check technical reports prepared by respective engineers based on evaluation of pro forma invoices or bid documents submitted by clients during goods or materials procurement requests
- Evaluate the performance of the team members and prepare the evaluation report
- Coach the technical team members, identify skill and knowledge gap and propose regular skill upgrading training
- Propose improvements on matters related to credit policy, guidelines, procedures, formats and other documents designed to support the performance of the bank
- Handles customers complaints at team level
- Act as liaison between division head and technical team member
- Perform other duties assigned by immediate supervisor

Thank you for considering me for this position. I look forward to meet this position in practical and sharing my goals for the technical Manager position at our bank. I am committed to learning, which I believe will serve our bank well.

Sincerely,

Abebe Tarekegn (Sr. Electrical Engineer)