

Date: October 12, 2021

**Human Resource Management Directorate  
DBE, Addis Ababa**

**Subject: Apply the position of Division Head for Crop Production Appraisal Division**

This letter is concerning the internal vacancy announcement posted on DBE internet dated September 20, 2021. I am interested and applied for the above-captioned position.

**+ As per the vision of the Bank, the Division Visions will be:**

- Digitalize loan appraising system of the Bank by coordinating with IT Directorate and other responsible body of the Bank.
- Develop and Implement digitalizes appraisal data base system in the Bank.

**+ Tasks and Duties Division Head**

- Plays major leading role with in the division and Focuses on strategic area of the Bank.
- Overseeing, Coordinate and participating in the development of and implement above stated vision of division head.
- Developing and maintaining relationships with stakeholders (internal especially).
- Providing communications on behalf of the division.

**+ My Competency (Knowledge, Skill and Ability)**

**✓ My Educational Qualification**

I have a BA Degree in Economics and also I will be graduate second degree in Leadership program for the coming June 2022.

**✓ My Work Experience**

I have 18 years of general work experience in different work units of the Bank, such as the former Research Process Directorate, Risk and Compliance Directorate, Central Region Office of DBE works as a team member of the commodity study, Loan review, and Appraisal respectively. Around six years working under Team Manager Level, in the former Export Credit Guaranty Directorate in the Appraisal team, and currently, working on a Research and Project Data Management Directorate under the market study wing. Within the stated time, I was participated as a member of the commodity study team and studies about 33 new commodity study parts (7 Agriculture, 21 manufacturing, 3 mining, and 2 textiles).

**✓ Participated Training**

Different short term trainings are participated by coordinating DBE. Leadership 101, Leadership 201, Ethical Leadership, Development of High performance team, Research Methodology, Risk management, Project financing, SME, Anti money laundry, planning and so on.

**✓ Skill and ability**

I have appraisal skill working in central region of the Bank at appraisal officer position and also have experience on appraisal team manager level in former Export Credit Guaranty Directorate. I am a member of the approval team of the research commodity study with in Research and Project Data Management Directorate.

**+ The Division Support Transformation of the Bank**

The bank has supported the government agenda of national growth and transformation, the division vision will be aligned with the bank's vision and strategies. It plays a major role in the transformation of the Bank to achieve the strategic goal of the Bank. Upgrade loan appraising system of organization by increasing of effective and efficiency of the report, to achieve vision and strategic goal of the Bank. Reduce time and risks associated with project financing. It helps to increase customer satisfaction and Excellency of public service delivery. On the other hand, enhance digitalize check and balance system of the loan reviewing process of the Bank. Provide an alternative solution for decision-makers of the Bank.

Sincerely Yours,

Kedist Girma Manaye