

# Be a future leader of SABB



SABB  ساب



SABB  ساب



## Contents

3. Be a future leader of SABB
4. Overview of the Programme
4. Programme objectives
5. The skills we look for
6. Learning and Development
8. Our values
9. Programme structure
10. Journey to success
16. SABB functions
18. Application process

## Be a future leader of SABB

SABB strongly believes that a talented and loyal workforce plays a crucial role in the organisation's ongoing business success. SABB values its employees' overall well-being by offering them a wide range of benefits and programmes to support a dynamic, motivating and balanced work environment.

SABB is committed to extending consultative and systematic support to the business by upgrading the competency and capability of staff through the provision of world-class training and the implementation of development solutions that enhance leadership capabilities, knowledge, service delivery and overall career progression of our employees. We have implemented a robust Talent Management process aimed at identifying high-potential staff who will execute the current and future business strategies of the Bank.

This supports SABB's objective of building true successors to pursue the critical future leadership roles of the Bank. In addition, being an associate of the HSBC Group, SABB has the advantage of leveraging best-in-class development solutions and providing global exposure to our staff.

If you are looking for a long-term career that will keep you motivated and challenged at every turn, we invite you to join the SABB team in the Kingdom of Saudi Arabia.



# Overview of the Programme

We seek to recruit fresh Saudi graduates (with a Bachelor's or Master's degree) and develop them into future managers and leaders of the Saudi British Bank (SABB) businesses across the Kingdom.

Providing a comprehensive insight into our banking business, the programme is designed to help you gain the necessary skills, knowledge and experience needed to embark on a management career with SABB on successful completion of the one-year training period.



## Programme Objectives

The programme is designed to provide the trainee with a broad one-year foundation of banking education, management skills and on-the-job learning by passing through the relevant business and support functions across the Bank.

## The skills we look for

At SABB, we look for high-calibre, open-minded, internationally focused and curious people. We need individuals who display a great team and community spirit and who have the interpersonal skills to build networks with colleagues and clients across the world.

We give you the opportunity to be among our future leaders and look forward to helping you fulfil your potential.

### We expect all our future leaders to meet the following requirements:

- ▶ At least a university degree with strong results
- ▶ Previous work experience would be an advantage, up to a maximum of 2 years
- ▶ Motivated with strong planning and organisational skills
- ▶ Excellent communication, interpersonal and analytical skills
- ▶ Good presentation skills
- ▶ Fluent in written and spoken English
- ▶ High potential to grow and a willingness to take on challenges

### Preferred majors are:

- ▶ Finance
- ▶ Accounting
- ▶ Business Administration
- ▶ Marketing
- ▶ Industrial Engineering
- ▶ Management





# Learning & Development

At SABB, offering our staff Learning & Development solutions is a priority. SABB’s strategy is to become the leader in banking, and the personal and professional progress of our employees is the key to meeting our strategic goals.

In Learning & Development, you will experience classroom-based stimulating and interactive training for technical and behavioural skills. The training aims to help new and existing staff members develop into the highly talented banking professionals of tomorrow.

### Gain a deep understanding

Our programme will provide you with a deep understanding of SABB’s competitive advantages, strategy and clients. The technical and regulatory training you receive will be bespoke to your area and ensures that you have the skills and knowledge necessary to start your career successfully at SABB.

### Connect to our culture

This dedicated and structured programme will open up the world of SABB to you. It will introduce you to our values and business principles. You will gain valuable experience when networking with your peers across the Bank.



### Supporting your performance and continuous learning

At SABB, we encourage you to fulfil your potential and maximise your capabilities, which is why we expect the highest level of performance from all our staff. In line with this, ongoing development is vital, and our continuous learning curriculum will support you in achieving your goals.

### SABB E-learning

SABB has implemented a state-of-the-art e-learning and learning management system called “MyLearning”.

MyLearning provides education that is relevant to the career development of individuals. SABB staff can access their agreed development plans and can discover a wide range of learning opportunities designed to help them acquire the skills, knowledge and capabilities needed to do their job effectively and develop their career.

# Our Values

Our values describe how we interact with each other, with customers, regulators and the whole community. We bring these values to life through our day-to-day actions and each of us needs to make a commitment to putting our values at the heart of what we do. These values are:

### Be dependable and do the right thing

- ▶ Stand up for what is right, deliver on commitments, be resilient and trustworthy
- ▶ Take personal accountability, be decisive, use judgement and common sense and empower others

### Be open to different ideas

- ▶ Communicate openly, honestly and transparently, value challenge and learn from mistakes
- ▶ Listen, treat people fairly, be inclusive and value different perspectives

### Stay connected to customers, the community, regulators and each other

- ▶ Customer experience is at the heart of our propositions, products, services, processes, channels and, most importantly, our people
- ▶ Create connections, be aware of external issues and collaborate across regions

### Work together as a team: SABB United

- ▶ Maintain a climate of effective employee morale in an open environment of cooperation and mutual support, and extend it to our stakeholders too
- ▶ Care about individuals and their progress, show respect, be supportive and be responsive



# Programme Structure

The programme structure, which is a mix of on-the-job experience, coaching and training, will allow you to develop the behaviour, knowledge and technical business skills you need to be successful. Regular feedback, two-way communication and advice from your line manager regarding your performance will all help you show your potential and develop quickly during the programme period. Your line manager will also be available to share ideas, give guidance and provide support.

### The programme consists of four parts:

#### Part 1: General training courses

We offer a series of soft skills training courses, together with banking knowledge development.

#### Part 2: Specialised courses

Depending on the selected business area of the trainee, other relevant courses will be included in the overall development plan. For example, if the potential trainee is selected to join the Corporate Banking Business line, additional specific courses related to corporate banking will be offered.

#### Part 3: Attachments (on-the-job training)

Specific attachments in line with the trainee's development needs and future deployments will be arranged in order to ensure that sufficient hands-on experience is provided in addition to classroom development.

#### Part 4: Group Graduate Development Programme (GGDP) at the HSBC Group Management Training College in the UK

SABB, an associate company of the HSBC Group, has the added advantage of leveraging best-in-class development solutions offered by the HSBC Group.

The GGDP is a high-profile and intensive learning programme designed for talented future leaders. It lays the foundation for a management career within the organisation through a process of training and development supported by high-quality feedback to participants.

# Journey to success

## Story I

“Joining SABB was one of the best decisions I took in my life. The process was divided into three phases. The first phase started when I received an email regarding an event that was going to take place in Washington DC.

I found out that the SABB Human Resources Department was looking for talent to join their team. I contacted them and immediately realised that SABB is an organisation that understands the importance of supporting and investing in their people.

The second phase consisted of ability tests, like numerical analysis tests, verbal analysis tests, logic tests and a personality questionnaire. I found the assessment was very challenging.

The third and last phase consisted of the SABB Graduate Assessment Centre conducted in partnership with our independent external consultancy firm. It was one of the best experiences I have ever had.

At that moment, I realised that I wanted to be part of SABB as an organisation and develop my career with the Bank. The process was outstanding, the competition with the rest of the candidates was only fair and, with a senior manager attending the process, it was an unforgettable experience. The seniors were open to answering any questions, listened to each one of us and even liaised with all candidates.



If you are looking for an organisation that will challenge you, I only recommend SABB. SABB helps you develop your skills by offering training classes and a one-year on-the-job training in several business units that are linked to your department and that will help you understand the process as a whole. Moreover, you will have the opportunity to attend several meetings with different vendors. If you are keen to experience challenge, you will find your place at SABB. Working with a group of very talented and motivated individuals constantly reminds me of why I chose this job. I got out of my comfort zone by being constantly challenged. No day that passes resembles the day before, which is what I appreciate - this job will never be boring. Besides, SABB is a diverse organisation, which is why I recommend you to join the team and become one of SABB's pioneers...”

**Story II**

SABB has the best training centre with trainers at the highest level. I attended different classes consisting of many exercises and that were very enjoyable. They aim at improving managerial skills in order to prepare us to be SABB’s future leaders. From the courses and on-the-job training, I not only gained knowledge of the business environment but also best practice on how to gather and share information. Furthermore, participating in weekly meetings showed me how the recruitment process and talent management activities function. I was able to expand my professional network and get to know people. The courses gave me the opportunity to meet and learn from a variety of leaders across the HR department. Besides, the very interesting yet challenging projects I participated in gave me an insight into the culture of the organisation. The training taught me how to implement theories and principles in practice, how to improve my presentation, communication and leadership skills and build self-confidence. Throughout the training the team and all seniors were very helpful and supportive.



**Story III**

The friendly environment and open-door policy are contributing factors that make SABB the best workplace and make it very attractive to me. Working in the SABB Management Development Programme (SMDP) has given me the opportunity to gain both classroom and on-the-job training, which supported me in developing my skills and exploring my passion for work. I discovered that I was interested in Human Resources and, in agreement with my line manager and the head of department, I chose to begin my career in this area. During the on-the-job training in HR, I felt empowered and had a strong sense of responsibility. I was involved in all important processes from day one while my performance was being monitored and tracked on a monthly basis. Every day, I learn something new. I face challenging issues and interact with colleagues who are very open and very keen to help.





# Success stories

## Story IV

SABB proved to be the best choice as an employer. I joined the organisation through the Junior Officer Development Programme (JODP). The programme aims to produce high-calibre employees for management positions and sent to the Group Graduate Development Programme (GGDP) at Bricket Wood, UK, for one month to develop my skills. Given that there are multiple nationalities within the HSBC Group, the training focused on team building exercises. Dealing with colleagues overseas every day mirrors the Bank's global experience and exposure. In order to test our knowledge, level of general understanding, self-confidence and team spirit, my group and I were assigned a project to be presented in front of the Chairman. At the end of this amazing experience, I became friends with people from Hong Kong, China, France, Germany, UK, Philippines, USA and India and we even decided to have a yearly reunion to stay in touch.

All in all, this programme was characterised by HSBC's slogan "The World's Local Bank".

*Human Resource Relationship Manager*



## Story V

Joining SABB's programme in 1992, I gained a wealth of experience covering a variety of Retail Banking business lines coupled with senior leadership roles, including some in Strategy. Due to SABB's association with HSBC, I also had the unique opportunity of working in other countries through secondment, which was a great learning experience for me. Working with people of different nationalities, specialising in different areas of banking, gave my career a global dimension.

Currently, I am pursuing a highly challenging role, which brings out the best in me in the current banking environment. SABB has given me a good platform for my career development and I am optimistic that I can reach greater heights in years to come.

*Retail Banking and Wealth Management General Manager*



# SABB functions

Below are the major business units and functions in which potential candidates can aspire to start their career.

## Retail Banking and Wealth Management

SABB RBWM caters to the banking needs of private customers through our Kingdom-wide network of over 100 branches and 500 ATMs, together with phone and online banking facilities. SABB RBWM manages customer deposits and provides a full range of predominantly Islamic financial services to its clients including loans, credit cards, insurance and share brokerage. SABB RBWM is the largest issuer of credit cards in Saudi Arabia and its Premier account proposition is unique in offering our internationally mobile clients global access to HSBC branches when travelling.

## Commercial Banking

SABB is a leading provider of financial services to small and medium-sized market enterprises. Commercial Banking provides a full range of conventional and Islamic financial solutions-based banking services to these customers, including multi-currency business accounts, payments and cash management, wealth management and Takaful insurance, trade services and a range of borrowing solutions.

## Global Banking

SABB Global Banking provides a variety of corporate banking financial services and solutions to large Saudi companies with global operations and foreign multinational companies with operations in Saudi Arabia, as well as local/foreign governmental and financial institutions. SABB offers both local expertise and access to global financial services through its partnership with HSBC Saudi Arabia Ltd, including investment banking and market services.

## Private Banking

SABB Private Banking handles the banking and wealth management requirements for high-net-worth individuals and families. Each Private Banking Relationship Manager is responsible for a portfolio of client relationships and coordinates closely with relevant product providers to deliver personalised services, tailored to each client's individual risk appetite and preferences.

## Treasury

SABB Treasury offers an unparalleled portfolio of products, ranging from foreign exchange and interest-rate protection to money market operations, precious metals and fixed-income vehicles. As a major participant in Saudi Arabian foreign exchange and money markets, SABB Treasury also trades and underwrites fixed and floating-rate bonds in local and international markets. SABB Treasury is backed by our associate shareholder, the HSBC Group, which ranks among the largest financial services in the world, allowing treasury connectivity across global market sites.

## Global Transaction Banking

Global Transaction Banking provides banking products, services and solutions to the clients of SABB Commercial Banking and Global Banking. GTB includes Payments and Cash Management, Trade and Supply Chain, Corporate Internet Banking and host-to-host delivery channels. Payments and Cash Management offers a full range of integrated cash management solutions. Trade and Supply Chain includes a full range of traditional trade products and solutions (covering both conventional and Islamic financial solutions products) and guarantees as well as integrated supply chain solutions.

## Business Support

SABB business support departments include the following:

- ▶ Operations and Processing
- ▶ SABB Technology Services
- ▶ Corporate Communications
- ▶ Marketing and Research
- ▶ Internal Audit
- ▶ Corporate Real Estate
- ▶ Legal Affairs and Company Secretary
- ▶ Service Delivery
- ▶ Security and Fraud Risk
- ▶ Change Delivery
- ▶ Financial Control
- ▶ Human Resources
- ▶ Credit and Risk Operations



# Application process

## How to apply for the SABB Management Development Programme:

We hope you are now eager for the opportunity to start your career in one of our various businesses and functions. Our programme has a limited number of places and a extensive selection process.

If you are interested in banking as a career, and are looking forward to starting your future with us, please complete the online application form and send it to us as soon as possible. For more details about our organisation, and to help you make an informed decision, please visit our website [www.careers.sabb.com](http://www.careers.sabb.com)



Apply for the opportunity to start your career in one of our many business areas.