

YETU MICROFINANCE BANK PLC
EMPLOYMENT OPPORTUNITY

Position: Senior Credit Officer

Reports to: Branch Manager

Number of vacant positions: 2

Supporting new and current clients on loan and credit products:

- Setting up meetings with clients to obtain information on their loan needs;
 - meeting and interviewing credit applicants in order to determine risk factors;
 - determining the most suitable loan option; and
 - Providing guidance on the lending process.
1. Assisting the Manager, before the loan's approval or rejection, by ensuring the client meets the requirements to obtain a loan:
 - Collecting information and processing each file to the closing stage;
 - contacting other financial institutions to verify the financial background of loan applicants;
 - examining applicants' assets and finances;
 - analyzing the applicants' capability to repay loans by conducting a thorough assessment on creditworthiness; and
 - submitting a detailed report regarding any abnormality on the processed file.
 3. Ensuring the repayment of approved loans and credits:
 - Ensuring that all related paperwork follows regulations and standards;
 - ordering appraisals to be conducted on applicants' properties and reviewing the title insurances;
 - calculating payment schedules; and
 - monitoring clients in order to guarantee their timely payment and maintain portfolio at risk at maximum of 3%
 4. Maintaining detailed records on the transactions executed daily:
 - Organizing all paperwork and updating database systems; and
 - keeping a thorough daily record of every activity and incidence held at the institution.
 5. Processing, reviewing, and completing loan and credit requests:
 - Verifying the documentation contained in each application; and

- submitting the application to the manager for the credit or loan's approval or rejection.
- 6. Contributing to ongoing professional business development activities:
 - Cooperating with the bank's endeavor of achieving a gross revenue and net operating income objectives;
 - working alongside colleagues to gather marketing information, statistics, and trends; and
 - building and maintaining an important customer base.
 - Drafting all administrative paperwork including reminders, warnings, and updates in order to inform customers on relevant financial matters on their accounts and their status.
 - Ensuring compliance with all internal control and established policies related to loan products in order to guarantee transparency in every application processed.

Daily tasks

- Contacting and setting up meetings with prospective and current loan clients.
- Interviewing loan applicants in order to determine and evaluate all risk factors.
- Communicating with other financial institutions to request details on clients' creditworthiness.
- Promoting the institution's services and assisting clients in determining the most suitable loan to meet their financial objectives and needs.
- Submitting the processed applications to the manager with the observations found in order to approve or reject the loan.
- Keeping loan files and clients' information up-to-date by completing credit and loan documentation, preparing detailed reports, and maintaining comprehensive computerized records.
- Attend clients either in group meetings or individually
- Providing good quality of customer service according to company policies.
- Researching, gathering, and analyzing data to make effective and profitable decisions.
- Staying up-to-date on applicable current regulations

Qualifications and Experience:

- A minimum of Advanced Diploma or Bachelor Degree in any related Business Field
- Minimum relevant working experience of 2 years in microfinance/loans

Details on how to apply.

If you fit the description, please send your application and CV (in pdf only, we will delete anything else in other format) to hr@yetumfplc.co.tz.

The Subject of the email should be, **Application to the Position of Senior Credit Officer.**

Application will be evaluated on rolling basis until a suitable candidate is hired.