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## TERMS OF REFERENCE (TOR)

**Post:** Inspection Officer

**No of Vacancies:** 01

**Post Type:** Full time

**Department:** Loan Administration

**Reporting to:** Manager - Loan Administration

### **Key Tasks, Responsibilities, and Deliverables:**

- The main duties and responsibilities of the position entail overseeing the functions of the inspection unit, including timely review of inspection reports and compiling accurate and current market research for asset valuation.
- Develop inspection plans and coordinate with relevant departments and customers/focal points.
- Attend and travel sites to conduct inspections of buildings, vessels, materials, products, and work in progress to ensure compliance with specifications and fund utilization schedules.
- Evaluate and review completed inspection reports from the team.
- Ensure the accuracy and completeness of data collected during inspections through cross-verification.
- Ensure that inspection reports adhere to established standards and guidelines.
- Conduct comprehensive market research to collect relevant data on asset values and analyze market trends and fluctuations.
- Maintain an updated database of market data and comparable asset values.
- Develop and implement standardized inspection report formats, continually reviewing and updating them based on industry best practices.
- Ensure compliance with the Corporation's policies and procedures during inspections, reporting any identified gaps to management.
- Respond to customer inquiries in a timely and appropriate manner.
- Work collaboratively with other departments to achieve common goals of the Corporation.
- Provide support for ad hoc requests as directed by management.

### **Requirements:**

- MQA level 5 qualification in Banking, Finance, Business, or Administration with a minimum of 1-year experience in a relevant field.

### **Additional Competencies required:**

- Strong analytical, problem-solving, and decision-making skills with the ability to adapt to change.
- Excellent interpersonal and communication skills.
- Excellent computer skills including processing Word documents, spreadsheets & databases.

- Familiarity with trade, economic development, and development of the private sector in the Maldives
- Experience in the banking or financial services industry would be an added advantage.
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**Remuneration Package:**

- Gross pay between MVR 14,500 – MVR 15,500 depending on the qualification and Experience.

**Other benefits:**

- Health Insurance as per company policy.
- Training and development opportunities.

**Working Hours:**

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

**Documents required with the job application:**

- Complete and up-to-date Curriculum Vitae (CV).
- Copy of National Identity Card.
- Copies of academic certificates with transcripts (**all international certificates must be accredited by MQA**)
- Reference letters from current/ previous employers certifying type of employment, job roles, and service period.
- Recommendation letters from previous supervisors or employers (optional).

**How to Apply:**

- Required documents should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-inspection-officer> before **25<sup>th</sup> July 2023, 14:00hours**.

**Important notes to applicants:**

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified of the interview.

For inquiries, please contact us on weekdays between 9:00 am to 14:00pm via phone at 3026016 / 3026018 or email to [careers@sdfc.mv](mailto:careers@sdfc.mv)