
TERMS OF REFERENCE (TOR)

Post:	Senior Inspection Officer
No of Vacancies:	01
Post Type:	Full time
Department:	Loan Administration
Reporting to:	Manager - Loan Administration

Key Tasks, Responsibilities, and Deliverables:

- Supervise and monitor the functions of the inspection unit, including timely review of inspection reports and compiling accurate and up-to-date market research for asset valuation purposes.
- Develop and implement inspection manuals, procedures, and guidelines to ensure standardized and efficient inspection processes.
- Conduct on-site inspections of buildings, vessels, materials, products, and work in progress, ensuring compliance with specifications and utilization schedules.
- Review and evaluate completed inspection reports from the team to ensure accuracy and compliance with established standards.
- Ensure the accuracy and completeness of data collected during inspections through cross-verification.
- Ensure that inspection reports adhere to established standards and guidelines.
- Carry out comprehensive market research to gather 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, regularly 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.
- Provide training and guidance to the inspection team to enhance their skills and knowledge.
- 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 7 qualification in Banking, Finance, Business, or Administration
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- MQA level 5 or level 6 qualification in Banking, Finance, Business, or Administration with a minimum of 5 years' 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 is between MVR 19,500 – MVR 20,500 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-senior-inspection-officer> <https://sdfcmv.aidaform.com/job-application-form-senior-inspection-officer> before **25th January 2024, 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