

TERMS OF REFERENCE (TOR)

Post: Loan Administrative Assistant
Vacancies: 02
Post Type: Full time
Department: Loan Administration Department
Reporting to: Manager-Loan Administration

Key Tasks, Responsibilities and Deliverables:

- Prepare sanction letters, mortgage agreements and charge documents of credit facilities.
- Obtain all the required documentation and complete mortgage formalities prior to disbursing the loan Update and maintain the customer files, registers and any other files related to credit facilities.
- Create and maintain complete records of customers' loan accounts.
- Respond to all customer inquiries in a timely and appropriate manner.
- Support Finance and Credit Officers by serving as a primary point of contact with customers, gathering necessary loan documentation, and assisting in facilitating loan requests from application through closing.
- Provide support for the day-to-day maintenance and quality of the loan portfolio.
- Carry out project inspections and review visits.
- Carry out any other work as assigned by the Management.

Requirements and Qualifications:

- Certificate 3 in relevant field,
OR
- GCE 'O' Level 5 pass
OR
- GCE 'O' Level 3 pass with 1-year relevant experience.

Other Competencies required:

- Strong analytical, problem-solving, and decision-making skills with the ability to adapt to change.
- Excellent interpersonal and communication skills.
- Proficiency in using Microsoft Office applications.
- Should be able to independently draft and type letters, internal memo's etc. both in Dhivehi and English Language.
- Familiarity with trade, economic development, and development of private sector in the Maldives.
- Experience in the banking or financial services industry would be an added advantage.

Remuneration Package:

- Gross pay: MVR 13,800

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-loan-administrative-assistant2> before **05th August 2024 before 14:00 hours**

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 for the interview.

For inquiries, please contact us on weekdays between 9:00 am to 14:00pm via phone 3026016 / 3026018 or email to hr@sdfc.mv