

## **TERMS OF REFERENCE (TOR)**

**Post:** Loan Administrative Assistant

**Vacancies:** 3

**Post Type:** Full time Reporting relationship:

**Reporting to:** Finance Manager

### **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 assist in facilitating loan requests from application through closing.
- Provide support for the day to day maintenance and quality of the loan portfolio.
- Carry out any other work as may be required by the Management.
- Carry out project inspections and review visits.

### **Requirements:**

- GCE A' Level qualification (Dhivehi and English minimum B pass)
- Experience in banking/financial sector will be an added advantage
- Should be a proficient user of MS Office software package
- Strong analytical, problem-solving and decision-making skills
- Should be able to independently draft and type letters, internal memo's etc. in Dhivehi and English
- Excellent interpersonal and communication skills



H. Sakeena Manzil 3<sup>rd</sup> Floor  
Medhuziyaaraiy Magu, Male' 20127  
Republic of Maldives  
Phone: +960 3306999  
Email: [info@sdfc.mv](mailto:info@sdfc.mv)

**Remuneration Package:**

- Gross pay between MVR 8,000 – MVR 12,000 depending on the Qualification and Experience

**Working Hours:**

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

Applications, together with the curriculum vitae (CV/resume, covering letter, supported by two nonrelated referees should be mailed to ([info@sdfc.mv](mailto:info@sdfc.mv)) or submitted before **11th February 2020** to the address below. Only short-listed candidates will be notified.

SME Development Corporations (SDFC)  
Sakeena Manzil, 3rd Floor,  
Medhuziyaarai Magu, Malé

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