**TERMS OF REFERENCE (TOR)**

**Post:**  Loan Administrative Assistant

**Vacancies:** 1

**Post Type:** Full time

**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 project inspections and review visits.
* Carry out any other work as assigned by the Management.

**Requirements:**

* Diploma in related field, or
* GCE A’ Level qualification with 2 years’ work experience in related field.
* 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.
* Experience in banking/financial sector will be an added advantage.

**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 Covering letter (CV/resume, supported by two nonrelated referees should be mailed to (info@sdfc.mv) or submitted before 25th February 2020, 14:00hours to the address below. Only short-listed candidates will be notified.

SME Development Finance Corporations (SDFC)

Sakeena Manzil, 3rd Floor,

Medhuziyaarai Magu, Malé

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