

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

**Post:** Loan Administrative Officer

**Vacancies:** 1

**Post Type:** Full time

**Reporting to:** Loan Administrative Manager

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

- Supervise sanction letters, mortgage agreements and charge documents that are prepared once the loan is approved.
- Checking of sanction letters, mortgage agreements and charge documents and obtain customer signature.
- Obtain all the required documents and complete mortgage formalities prior to disbursing the loan.
- Maintaining the safe-in documents in a proper manner.
- Attend Civil Court for Mortgage Agreement registration.
- Update and maintain the customer files, registers and any other files related to credit facilities in a proper manner.
- Check loan inputs and necessary posting entries to the relevant accounts.
- Maintain detailed records of all transactions and submit the required periodic detailed reports.
- Respond to all customer inquiries in a timely and appropriate manner.
- Create and maintain complete records of customer accounts.
- 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 assigned by the Management.

### **Requirements:**

- First Degree in related field, with 2 years' work experience in related field.
- Diploma in related field with 3 years' work experience in related field.
- Should be a proficient user of MS Office software package.



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- 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 13,000 – MVR 14,500 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 referees should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-lao> before **30<sup>th</sup> September 2020, 14:00hours**. Only short-listed candidates will be notified.

SME Development Finance Corporations (SDFC)  
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