

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

**Post:** Loan Administrative Assistant  
**Vacancies:** 01  
**Post Type:** Full time  
**Department:** Loan Administration Department  
**Reporting to:** Loan Administrative 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.

### **Job Requirements**

- GCE A Level minimum two 'C' pass and SSC Dhivehi pass with 1 year' relevant experience,  
Or,
- GCE O Level minimum three 'C' pass and SSC Dhivehi pass with 1 year' relevant experience.
- Strong analytical, problem-solving, and decision-making 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.



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- Excellent interpersonal and communication skills.
- Experience in banking/financial sector will be an added advantage.

**Remuneration Package:**

- Gross pay between MVR 12,000 – MVR 13,000 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 (CV/resume, copy of academic certificates, Copy of National ID card, reference letters from current/previous employers supported by nonrelated referees should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-loan-admin-assistant5> before **17<sup>th</sup> May 2021, 13:00hours**. Only short-listed candidates will be notified.

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