

TERMS OF REFERENCE (TOR)

Post:	Loan Administration Manager
No of Vacancies:	01
Post Type:	Full time
Department:	Loan Administration Department
Reporting to:	Chief Credit Officer

Key tasks, responsibilities and deliverables:

- Plan, direct and control the loan service team in managing the daily administration for loan.
- Responsible to ensure a smooth, efficient credit administration process which involves sanctioning of loan documents preparation of mortgage documents as well as disbursing the loans.
- Ensure that loan disbursement and necessary posting are done to the relevant accounts in accordance with the policy and procedure of the Corporation.
- Ensure that loan disbursements are done on a timely basis.
- Checking the necessary posting of loan disbursement and transactions are done to the relevant accounts.
- Ensure that the loan administration team comply with SDFC's policies to carry out credit administration works including documentation and mortgage registration, disbursements etc.
- Responsible for collateral monitoring, credit monitoring and periodic review of other loan.
- Documentation activities and escalates any irregularities to higher authority level.
- Formulate, develop and conduct period reviews of SDFC's policies and guideline related to credit administration to streamline process workflows as well as participate in ad hoc projects of investigative or trouble-shooting nature on specific customer portfolio.
- Ensure that there is a robust framework in place for the safe custody and control of all documentation.
- Maintain a system for monitoring of insurance policies related to loans.
- Work with other functional areas to minimize processing time, to improve the overall customer experience and at the same time pay attention to accuracy and detail.
- Establish and maintain efficient filing system.
- Preparing of reports required by the senior Management and Board.
- Provide support on ad hoc requests as required by the Management.

Requirements and Qualifications:

- MQA level 7 qualification of Business/Economics/Finance/Banking **with** Minimum 6 years' experience in relevant field. **OR,**

- MQA level 9 qualification of Business/ Economics /Finance/Banking **with** Minimum 04 years' experience in relevant field. **OR,**
- 9 years' experience in relevant field.

Other Competencies required:

- Strong analytical, problem-solving and decision-making skills with the ability to adapt to change.
- In-depth knowledge of local business environment and supply chain.
- Excellent interpersonal and communication skills.
- Excellent computer skills including processing of word documents, spreadsheets and databases.
- Familiarity with trade, economic development, and development of private sector in the Maldives.
- A track record which demonstrates expertise in Loan Administration would be an added advantage.
- Experience in the banking or financial services industry would be an added advantage.

Remuneration package:

- Gross pay between MVR 27,500 – MVR 29,500 depending on the Qualification and Experience.

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 from 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-administration-manager> before **28th November 2021, 14:00hours.**

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 interview.

For inquiries, please contact us on weekdays between 9:00am to 14:00pm via phone 3026015 / 3026016 or email to hr@sdfc.mv