

TERMS OF REFERENCE (TOR)

Post: Inspection Assistant

No of Vacancies: 01

Post Type: Full time

Department: Loan Administration

Reporting to: Loan Administration Manager

Overall Responsibilities

Examine and inspect buildings, vessels, vehicles, materials, and other related assets or works carried out to ensure their conformance with work orders, specifications, and fund utilization schedule. In addition to this, Provide support for the day-to-day management of loan administration functions.

Key Tasks, Responsibilities and Deliverables:

- Plan the inspection process and co-ordinate with the relevant departments and the customers/ focal points.
- Visit / travel to inspection sites to carry out works related to inspection of buildings, vessels, materials, products, and work in progress for conformance to specifications, and fund utilization schedule.
- Analyze and interpret drawings and other technical materials to determine, changes, or measures specifications.
- Ensure that the paid bills/invoice provided by customer can be physically verified from the site (list down the machinery, equipment, furniture etc. visible on site WITH THE VALUE PRICE).
- Ensure that details of material & approximate value and expected date of project completion be provided.
- For vessels, inspections, ensure that all the compulsory requirements for a vessel operation is present including but not limited to Sea Worthiness, Navigation System, Communication System, etc.
- For building inspection, ensure that the buildup area aligns with the approved drawing provided by customer and verify adherence to specifications, and fund utilization schedule.
- Provide inspection summary, reports finding or photographs when required.
- Produce clear and concise written reports of the inspections carried out to assist relevant departments.
- 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.

Requirements

- Certificate Level 3 in relevant field
Or,
- GCE 'O' Level three 'C' pass and SSC Dhivehi pass with 3 years relevant experience

Additional Competencies required

- 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.
- Strong analytical, problem-solving, and decision-making skills.
- Excellent interpersonal and communication skills.
- Attention to details.
- Strong time management skills.
- Ability to work under pressure and deliver project objectives
- 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.

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-inspection-assistant2> before **14th March 2022, 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.my