



Job Description

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Job Title Head of Credit	Job Location Dar es Salaam	Category Credit Management
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Job Type Full Time	Job level Head of Department	Industry Banking
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Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 5 Years
Secondary Industry -	Primary Category Credit Management: 5 Years	Secondary Category -
Certificate -	Qualification -	

Summary

The Head of Credit will ensure minimal credit risk in accordance with company policies and risk management strategies, help establish the procedures and guidelines while maintaining co-operative relationships among all stakeholders

Responsibilities

Credit Management:

- Closely monitor the Credit portfolio, ensure proactive management of various assets through effective co-ordination with the Relationship Management team, and ensure that the Quality of Assets is maintained at the prescribed levels in terms of the Corporate Objectives of the Bank
- Ensure that all terms of Sanction as per the Management Credit Committee (MCC) and Board Credit Committee (BCC) are adhered to and the respective covenants are captured in the Offer letters and loan documentations
- Lead a team of Credit analysts and provide sufficient support, guidance and technical skills in preparation and error free submission of the proposals to MCC / BCC within the agreed Turnaround time
- Ensure that post approval covenants as per Board Credit Committee (BCC) are compiled and necessary approvals are sought for any modification / amendments of the approved terms
- Ensure timely submission of the Asset Classification and Provision notes for approval to the BCC

Compliance:

- Enhance quality of credit appraisals by applying intelligence, detailed evaluation, industry trends, statutory compliance,

client's historical performance through a comprehensive evaluation and systematic analysis

- Ensure that the Banks internal guidelines, policy framework and adherence to meet all the ratios prescribed by various DFIs from time to time
- Control the disbursement process duly ensuring all the requirements in terms of the approvals and adherence to the internal policy guidelines

Operations:

- Monitor account and ensure recoveries of debts/ repayments through the engagement of Debt collectors etc.

Risk Management:

- Liaise with all the Law firms on the Panel of the Bank and ensure that all critical aspects of various exposures of the Bank are properly safeguarded through extensive documentation thereby covering comprehensively all the legal risks of the Bank
- Develop and implement Credit risk management processes and methodologies for identification, measurement and reporting of credit risk on a timely basis in tune with the risk appetite of the Bank
- Review the arrangements, performance and commitments of the Legal firms and recommend appropriate actions for bringing in efficiencies in the entire process
- Lead the Legal team of in the Bank and guide in terms of managing the various aspects of legal risks through effective coordination and litigation management
- Identify all critical risks and recommend appropriate strategies or actions while appraising the proposal, for mitigating these risks to facilitate sound decision making by the Management and the Board Credit Committees

Reporting:

- Review all the reports submitted to the Board of Directors, Bank of Tanzania, Credit reference Bureau etc. to ensure there are no gaps in reporting and compliances

Customer Service:

- Develop and maintain co-operative relationships among all stakeholders

Administration:

- Initiate, prepare and compile annual budgets related to the credit department
- Ensure continuous quality training, mentorship, and capacity building for all the team members
- Provide leadership and ensure total employee engagement in the department
- Perform any other duties as may be assigned by the immediate supervisor from time to time

Education & Qualifications

- Bachelor's degree in Banking, Finance, Business Administration, Economics, Accounts or any other business-related field

Requirements

- A minimum of 5 years of working experience at management level

Characteristics

- Knowledge in computer Microsoft applications
- Analytical skills
- Knowledge on banking regulatory framework
- Knowledge on market/macro-economic trends
- Communication skills
- Leadership skills
- Business Intelligence

Driving Licence

Not Required

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