



Job Description

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

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 10 Years
Secondary Industry Finance Services: 10 Years	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Head of Credit will be in charge of leadership in the department with overall responsibility for growth of the balance sheet, Risk Management and compliance of all branches in the subsidiary and Head Office Operations support functions.

He/she will be expected to aggressively drive the business on a balanced score card and deliver business growth and profitability targets by identifying, developing and maintaining relationships with the branch network as well as providing leadership to the branches, key head office support units and staff.

Responsibilities

- To provide overall administrative and strategic direction for the proper management of lending in the Bank
- To drive execution of the Bank's lending objectives and budget as directed by the Board Credit Committee.
- To ensure all lending decisions conform to the laid down policies and procedures as well as regulatory and international standards.
- To provide overall administrative direction to the Legal team
- To constantly review existing policies and procedures and recommend to the Board any policy changes in line with changing market dynamics.
- To drive the Trade Finance business in the Bank by providing necessary leadership to drive sales as well as maintain quality.

Key Result Areas:

- Credit Evaluation/Risk Management & Approval Functions
- Ensure all counter party risks are properly evaluated and mitigated.
- Ensure credit policy is adequately covering all the lending objectives as well as regulatory concerns.
- Ensure all credit committees are functional at every level as provided for within the policies & procedures.
- Ensure clear segregation between credit origination, evaluation and disbursement roles.
- Ensure adequate loan loss provisions are held by the Bank
- Ensure loans booked are thoroughly appraised and mitigated against all counterparty risks.

Control Functions

- Enforce random review of files to ensure approval conditions and policies & procedures are adhered with.
- Deal decisively with all cases of abuse of authority by any officer of the bank in so far irregular lending is concerned.
- Ensure daily inward clearing exceptions report is reviewed daily and ensure all cheques drawn on insufficient funds are marked unpaid unless request for accommodation is received and approved by the HOCC or Exco depending on approval limits.

Supervision Functions

- Ensure all units/sectors within the department are properly functioning and adequately staffed.
- Ensure laid down credit policies and procedures are strictly adhered to by all staff and any.
- Ensure credit management, officers in the branches have clear targets against which their performance is measured.
- Ensure established SLAs are strictly adhered to at every level.

Regulatory Functions

- Ensure all statutory returns to regulatory authorities are timely done.
- Ensure adequate reserves are held by the Bank.
- Ensure insider lending is within statutory limits
- Ensure single exposure limits are maintained within core capital limit.
- Ensure credit department is rated satisfactory by regulatory authorities.
- Ensure impairment of loans is done in accordance with IAS 39 of the IFRS.
- Ensure compliance/compatibility to Basle 11 accord.

Human Resource Functions

- In liaison with Human Resources department ensure:
- Bank attracts and retains people with right skill capability to drive business.
- All credit staff are adequately trained and receive necessary exposure to mitigate against credit risks.
- Deal with all disciplinary issues for non-compliant staff in accordance with the laid down labor laws and internal disciplinary mechanisms.
- Ensure all branches and units are adequately staffed with the right caliber of people.
- Ensure all staff within the department are commensurately remunerated and motivated.
- Ensure staff productivity is within Bank's acceptable standards.

Success Indicators/KPIs

- Satisfactory rating by BOU and other regulators.
- Achieve balance sheet growth aspirations for the department
- Maintain asset quality
- Achieve maximum yields on the loan book (98%)
- Well-motivated staff

Education & Qualifications

- Minimum of Honors University degree in a business-related field preferably Commerce, Accounting, Economics or Statistics.
- At least 7 years' experience in Commercial banking lending, 3 years of which must have been in Head Office Credit. Exposure to both Corporate & Retail lending essential
- Professional course in banking/credit, ACCA or CPA or a post graduate degree in Finance/Strategy will be an added advantage

Characteristics

- Effective writing and presentation skills in English.
- Good working knowledge of Finacle & Microsoft Office (Word, Excel, etc.)
- Leadership and people management skills
- Commitment to working under intense pressure.
- Credit management & administration skills
- Selling and Negotiation skills
- Well-informed of the market competitive structure, industry practices and regulations with at least 2 years' experience in local environment.
- Strong analytical, problem-solving, decision-making, and financial management skills
- Attention to detail

- Ability to articulate concepts and requirements clearly, present and substantiate own judgment /analysis/evaluation with skill and diplomacy
- Positive attitude, energetic and capable of working with minimal supervision.
- Demonstrate a good level of maturity
- Respect for customers and colleagues

Reporting To

- Managing Director

Committee Memberships

- Secretary to the Board Credit Committee
- Member of the Executive Team
- Member of ALCO
- Member of Risk Management Committee
- Member/Alternate Chair of Executive Credit Committee

Driving Licence

Not Required

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