



# Job Description

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Job Title	Job Location	Category
Head of Credit Risk Management	Dar es Salaam	-
Job Type	Job level	Industry
Full Time	Head of Department	Banking

**Open to Expatriates**

Only Open to Tanzanian Nationals

## Minimum Requirements

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Min Budget	Max Budget	Primary Industry
-	-	Banking: 10 Years
Secondary Industry	Primary Category	Secondary Category
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## Summary

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The Head of Credit Risk Management will provide leadership to Credit Risk Management Division within Tanzania organization, and oversee management of risks inherent in the credit process, loan documentation and portfolio management.

## Responsibilities

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### Financial

- Contribution to overall Business goals through effective management of the Credit approval process
- Works closely with business units, credit analysis & approvals, credit administration unit and special assets management unit in monitoring credit quality by highlighting early warning signs of credit deterioration.
- Timely approval of Credit applications up to mandated limit without compromising on quality and controls.
- Timely approval of excesses up to a mandated limit without compromising on quality and controls.
- Proactive monitoring of the credit portfolio to ensure early detection of problem credits.
- Set clear performance standards and expectations; hold the team accountable and take accountability for team delivery against expectations and contribution to results.
- Monthly regulatory provisioning, interest in suspense validation and asset risk classification reporting and monthly movement of credit risk ratings.
- Minimization of exposures and impacts of risks associated with portfolio management through prudent monitoring.
- Identification and management of the sub standard and non performing assets portfolio of the Bank in line with the Credit Policy Document and recommend action to EXCO and the BCC, which minimize losses and facilitate full recovery of any exposure taken by the bank.
- Provide technical support to the Executive Committee on the management of the Bank's credit portfolio and the review and approval process for credit proposals.
- Ensure continued maintenance of a quality portfolio in line with Bank's standards as stipulated in policy guidelines.

### Internal business processes

- Ensure the effectiveness of the departmental structure and application of established systems (policies, process, procedures & tools) in achieving compliance requirements, optimal efficiency, resource utilization and cost containment.
- Ensure consistent Annual and/or periodic review (as applicable) of credit policies, procedures and templates.
- Ensure compliance with Bank's Credit policy and procedures, regulations and also ensure that exceptions are properly noted and reported accordingly
- Formulation and constant review of the Bank's Credit Policy and establishment of a regime of controls and disciplines that ensures compliance with lending principles and guidelines laid down in the Credit Policy Document

- Continually review Sectoral ceilings; discretionary authorities; portfolio measures; including industry limits, tenor limits, risk rating, NPLs, risk acceptance criteria, security acceptance and credit risk matrices.
- Ensuring that provisioning policies are in line with the Bank's Credit Policy Document, comply with Banking Act provisions and co-ordinate with Finance Division to ensure appropriate provisions and interest suspensions are effected in the Bank's accounting systems.

#### **Customer**

- Management of the credit administration aspects of the portfolio, including ensuring that all requisite security documentations are in place prior to disbursements.
- Initiate review of industry and sector economic analysis and compile statistical information including macro-economic information, indices and provide feedback to the Senior Management Team, EXCO and the BCC on the possible impact of identified trends.
- Credit risk analysis and approval standards or benchmarks
- Disbursement processing standards or benchmarks
- Credit administration standards or benchmarks
- Remedial management standards or benchmarks

#### **Learning and growth**

- Attend and/or complete all trainings as assigned and applicable to the role and in line with annual training needs assessment.
- Provide ongoing relevant training to all bank staff involved in lending business to address identified skill gaps.
- Organize, manage and motivate the available human capital within Credit Risk Management Division through establishment of suitable organization structure and implementing development programmes to optimize competence and productivity.

#### **Education & Qualifications**

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- University degree (Minimum Second Class) preferably in Accounting, Finance or Business Administration.
- Professional: MBA, ACCA, CPA(T), CFA

#### **Requirements**

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- Minimum ten (10) years' experience in Credit Risk Management, five in Senior Managerial or leadership

#### **Characteristics**

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##### **Technical Competencies**

- Leadership to nurture and sustain employee satisfaction, and to manage changes.
- Performance Management to optimize employee productivity.
- Organization development to effectively structure the division for optimal performance.
- Knowledge and experience in modern Credit Risk Management practices in Financial Services industry to provide visionary guidance on improvements and changes.
- Technical skills to effectively perform or guide performance of Credit Risk Management activities/tasks in a manner that consistently produce high quality of service.
- Knowledge of lending products.
- Knowledge and effective application of all relevant banking policies, processes, procedures and guidance to consistently achieve required compliance standards or benchmarks.
- Self-empowerment to enable development of open communication, teamwork and trust that are needed to support performance and customer-service oriented culture.

##### **Behavioural Competencies**

- Interpersonal skills to effectively communicate with and manage customer expectations (internal and external), and other stakeholders who impact performance.
- High level of integrity

#### **Reporting To**

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Managing Director & Chief Executive Officer

## Driving Licence

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Not Required

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