EQUITY

General:
Job Title: ***Valuation Officer***   *Reports to: Head of Underwriting*   *Function level: Senior Officer*   *Department: Credit - SDU*
Basic Purpose:
The Valuation Officer is responsible for managing and overseeing the valuation of properties and other collateral pledged to the Bank as security for lending facilities. The role ensures that all valuations conducted by external valuers are independently reviewed for accuracy, completeness, compliance, and adequacy in supporting prudent credit decisions. The incumbent is responsible for monitoring valuation validity, maintaining valuation records and trackers, assessing security coverage ratios, conducting collateral inspections and verifications, and ensuring compliance with the Bank's policies, regulatory requirements, and valuation standards.   The role also provides market intelligence on property trends, supports internal stakeholders in credit and lending decisions, and ensures effective management of valuation service providers to support sound risk management and asset quality within the Bank.
Main Duties and Responsibilities:
Valuation Management and Quality Assurance   • Review and validate all valuation reports prepared by external valuers to ensure accuracy, completeness, reasonableness, and compliance with the Bank's requirements before loan processing.   • Ensure all collateral valuations remain current in accordance with the Bank's policies and regulatory requirements.   • Assess the adequacy of collateral values and security coverage ratios for credit facilities under consideration.   • Evaluate the impact of collateral releases, substitutions, or discharges on existing security coverage and recommend appropriate actions.   • Conduct internal verification and review of collateral pledged by customers and valued by independent professional valuers.   • Ensure valuation reports comply with approved valuation methodologies, banking standards, and regulatory requirements.   **Collateral Monitoring and Property Inspections**   • Conduct periodic inspections and verification visits of mortgaged properties to confirm existence, condition, occupancy, usage, and compliance with approved valuation assumptions.   • Undertake quarterly site visits of mortgaged properties and prepare inspection reports highlighting any material changes affecting collateral value.

- Monitor changes in market conditions and property values that may impact the Bank's security position.
- Recommend revaluations where significant changes in property conditions or market trends are identified.

Valuation Tracking and Records Management

- Maintain an up-to-date valuation tracker and ensure monthly circulation to relevant stakeholders.
- Track valuation expiry dates and initiate revaluation processes at least forty-five (45) days before expiry.
- Maintain proper custody, filing, and safekeeping of valuation reports and supporting documents to ensure ease of retrieval.
- Ensure valuation records are accurate, complete, and up to date at all times.

Vendor and Service Level Management

- Coordinate valuation instructions to external valuers and ensure timely issuance of engagement letters.
- Monitor the performance of external valuation firms against agreed service level agreements (SLAs).
- Maintain effective working relationships with approved valuation service providers to ensure quality and timely service delivery.
- Review turnaround times and report any service delivery issues affecting business operations.

Market Research and Industry Analysis

- Conduct ongoing research and analysis of real estate markets and property industry developments.
- Monitor trends, economic developments, market conditions, and regulatory changes that may impact property values and lending risks.
- Participate in valuation, real estate, and property-related forums, conferences, and professional engagements to enhance industry knowledge and market awareness.
- Provide management with periodic market intelligence reports and valuation insights.

Stakeholder Management

- Develop and maintain strong working relationships with Credit, Risk, Legal, Business Banking, Corporate Banking, Operations, and other stakeholders.
- Provide guidance and support on valuation matters relating to collateral assessment and credit decision-making.
- Respond promptly to valuation-related requests and inquiries from internal and external stakeholders.

Compliance and Risk Management

- Ensure full compliance with the Bank's credit policies, valuation procedures, and risk management frameworks.
- Ensure compliance with Bank of Tanzania (BOT) Prudential Regulations, local government by-laws, and applicable regulatory requirements.
- Identify and escalate valuation risks, discrepancies, and exceptions that may expose the Bank to credit losses.
- Support internal and external audits by providing valuation records and documentation as required.
- Ensure adherence to operational risk controls and governance standards in all valuation-related activities.

Reporting
- Prepare periodic reports on valuation status, revaluations, collateral inspections, expired valuations, SLA performance, and market trends.
- Report exceptions, valuation concerns, and emerging property market risks to management.
- Perform any other duties assigned by management from time to time.

Experience
- Minimum of 3-5 years' experience in property valuation, collateral management, credit administration, mortgage operations, risk management, or a related role within a financial institution, valuation firm, or real estate organisation.
- Practical experience in reviewing valuation reports, performing property inspections, and assessing collateral adequacy.
- Experience working with external valuers and managing valuation service providers.
- Knowledge of real estate market dynamics and property valuation methodologies.
- Experience in banking credit operations and collateral risk management will be highly preferred.

Knowledge and Skills

- Strong knowledge of property valuation principles and practices.
- Understanding of banking credit processes and collateral management requirements.
- Knowledge of BOT Prudential Guidelines and lending regulations.
- Ability to analyse valuation reports and assess collateral risks.
- Strong analytical and report-writing skills.
- Excellent stakeholder management and communication skills.
- High attention to detail and accuracy.
- Strong planning, organisational, and project coordination skills.
- Proficiency in Microsoft Office applications and valuation tracking systems.

- Ability to conduct property inspections and market analysis.

Core Competencies

- Analytical Thinking
- Attention to Detail
- Risk Awareness
- Customer Focus
- Integrity and Professional Ethics
- Compliance Orientation
- Planning and Organizing
- Relationship Management
- Problem Solving
- Results Orientation
- Market Awareness
- Accountability

If you believe you can clearly demonstrate your abilities to meet the criteria given above, please submit your job application cover letter along with a detailed resume, copies of the relevant certificates and testimonials in a single PDF file format, quoting the respective Job title or Ref no. in the subject field to **TZRecruitment@equitybank.co.tz** by **Friday 02nd October 2026.**

Only short-listed candidates will be contacted.

Equity Bank is an equal opportunity employer. We value the diversity of individuals, ideas, perspectives, insights and values, and what they bring to the workplace.
By submitting your application, you consent to Equity Bank Tanzania Limited collecting and processing your personal data strictly for recruitment, selection, and, where applicable, employment purposes. Equity Bank Tanzania Limited will process your personal data in accordance with the Data Protection and Privacy Act, Cap 97, and its Data Privacy Policy. Your personal information will be treated with the highest level of confidentiality and will not be shared with unauthorized third parties, except where disclosure is required by law or regulatory obligation".