

| <b>GENERAL:</b>   |  |
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| <b>Job Title:</b> Officer Credit Administration (SDU)<br><b>Department/ Division:</b> SDU<br><br><b>Number of Vacancies:</b> 1  |  |
| <b>JOB PURPOSE:</b>   |  |
| Responsible in reviewing of facility letters in line with the banks processes and procedures. Ensure that the loans reviewed are of high quality and consistent achieved within agreed TAT leading to growth support of loan book through disbursement.   |  |
| <b>MAIN DUTIES &amp; RESPONSIBILITIES:</b>  |  |
| <ul style="list-style-type: none"> <li>▪ Reviewing facility letters and all other security documents to ensure correctness, integrity and comprehensiveness of details/information and terms and conditions as per approved credit requests.</li> <li>▪ Closely follow ups in pre-disbursement conditions before disbursement.</li> <li>▪ Facilitate discharge of securities on receipt of request from credit, business units or branches.</li> <li>▪ Tracking of exemption database to ensure that all exemptions are captured correctly and updated regularly.</li> <li>▪ Minimization of risks and losses/penalties associated with security documentation and pre-disbursement of facilities.</li> <li>▪ Ensure land rent, valuation and insurance in respect of all securities charged to the bank in respect of lending are in place before pre disbursement of facility (ies)</li> <li>▪ Any other related duties as assigned from time to time.</li> </ul>   |  |
| <b>KNOWLEDGE, SKILLS, QUALIFICATION AND EXPERIENCE:</b>   |  |
| <b>Knowledge</b> <ul style="list-style-type: none"> <li>• Basic knowlegde of banking</li> <li>• Strong attention to details and ability to work under tight deadlines.</li> <li>• Ability to take initiative and aptitude for quick learning.</li> <li>• Excellent communication and organizational skills</li> </ul> <b>Skills</b> <ul style="list-style-type: none"> <li>• Detail-oriented with a focus on accuracy and efficiency</li> <li>• Self reliant, proactive, team work, proffesional and enthusiastic</li> <li>• Strong analytical and problem solving skills</li> <li>• Excellent communication and organizational skills</li> </ul> <b>Qualifications</b> <ul style="list-style-type: none"> <li>• Holder of a University Degree or equivalent qualification in Banking, Accounting, Law, Risk Managment, Business Administration, Finance</li> </ul> <b>Work Experience</b> <ul style="list-style-type: none"> <li>• Awareness of credit risks available in the market and their tools for control or mitigation.</li> </ul> |  |

**To Apply:**

Please submit your application quoting the Job title on the subject field to:  
**TZRecruitment@equitybank.co.tz.**

**Application Deadline: 26th August, 2025**