

**TPB Bank PLC is a Bank that provides competitive financial services to our customers and creates value for our stakeholders through innovative products.**

**TPB Bank PLC is a Bank, whose vision is "to be the leading bank in Tanzania in the provision of affordable, accessible and convenient financial services". As part of effective organizational development and management of its human capital in an effective way, TPB BANK PLC commits itself towards attaining, retaining and developing the highly capable and qualified workforce for TPB BANK PLC betterment and the Nation at large.**

## CREDIT CLERK- (1 POSITION)

TPB BANK PLC seeks to appoint dedicated, self motivated and highly organized Credit Clerk (1 positions) to join the Retail and Business Banking Directorate. The work stations is Tunduma

**Reporting Line:** Credit/Relationship Officer / Assistant Branch Manager

**Work Schedule:** As per TPB Staff regulations

**Division:** Credit

**Salary:** Commensurate to the Job Advertised

### POSITION OBJECTIVE

1. To assist the Assistant Branch Manager and Credit/Relationship Officers in acquiring of profitable new customers for the loans segment through the acquisition, development and maintenance of high quality advisory relationships, that includes effective consultative personal selling and creative structuring of financial solutions.
2. To assist the Assistant Branch Manager and Credit/Relationship Officer in liaising with centralized employers for matters related to personal loans.

### Essential Duties and Responsibilities:-

- To record all inward and outward mails/loan application forms from employers, and dispatch loan application forms to employers for guarantees.
- To scrutinize loan applications and ensure that all pre-disbursement conditions are fulfilled before sent to superiors for approvals.
- To maintain borrowers' files brought to Head office for approvals
- To maintain system database for all approved loans at branches, advise the respective branches via reliable approved means of communication and maintain records of the respective approvals for reference and audit trail.

- To assist the Assistant Branch Manager and Credit/Relationship officers in liaising with centralized employers for prompt follow up of due installment deductions from employers.
- To assist branches in follow up with employers for collection of cheques and establishment of reasons for non-repayment.
- To attend any other duties as may be assigned by your superiors

**Education:**

Holders of diploma in Economics/Commerce/Finance/ Business administration/ community Development or TIOB/CIB Associate ship Certificate or equivalent qualifications.

Applicants are invited to submit their resume (*indicating the position title in the subject heading*) via e-mail to: [recruitment@tpbbank.co.tz](mailto:recruitment@tpbbank.co.tz). **Applications via other methods will not be considered. Applicants need to submit only the Curriculum Vitae (CV) and the letter of applications starting the job advertised and the location. Other credentials will have to be submitted during the interview for authentic check and other administrative measures and should not in any way be attached during application.**

**Avoid scams: NEVER** pays to have your CV / Application pushed forward. Any job vacancy requesting payment for any reason is a SCAM. If you are requested to make a payment for any reason, please call 0222162940 to report the scam. You also don't need to know one in TPB to be employed. TPB is merit based institution and to achieve this vision, it always go for the best.

***TPB BANK PLC is an Equal Opportunity Employer and is very committed to environmental, health and safety Management.***

TPB BANK PLC has a strong commitment to environmental, health and safety management. Late applications will not be considered. Short listed candidates may be subjected to any of the following: a security clearance; a competency assessment; physical capability assessment and reference checking.

**Deadline of the applications is 4<sup>th</sup> December, 2019**