



WAT SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED.

"WAT SACCOS"

NAMBARI YA KUANDIKISHWA DSR- 596, S.L.P 5914 DAR ES SALAAM

Tel: 255 752903760/255657592898, email.info@watsaccos.or.tz

13/08/2024

CREDIT OFFICER (2) VACANCIES

WAT SACCOS is a Savings and Credit Cooperative Society which is conducting its service in Dar es Salaam Region. Their main activity is to provide savings and credit to its members. It has more than 22,000 members. The SACCOS is seeking for credit officers who will be discharging duties and responsibilities, which include among others:-

General duties:

- Works directly with clients/ members
- Promote the credit activities
- Assist clients to determine credit needs
- Manages the applications and approval process, and insure prompt delivery and collection of loans
- Track assigned loan portfolio performance
- Provide periodic portfolio report / information

Specific duties:

- Identify and recommend areas for credit activities based on the business plan
- Find and Register new potential members
- Conduct area surveys

- Assist potentials members in filling out loan application forms, including visits to workplace, completion of financial analysis forms, collection of client baseline data, verification of guarantee information
- Analyze loan applications and make recommendations to SACCOS Management committee regarding creditworthiness of clients
- For approved loans, disburse funds, obtain signature on contract, verify conditions precedent, and formalize relationship
- Follow-up with clients; ensure repayment procedure
- Organize potential members into SACCO (through orientation process)
- Facilitate disbursement and collection of loans
- Review monthly collection updates in order to detect delinquencies promptly
- To ensure no loans in arrears in the loan members portfolio
- Assist SACCO Manager in planning program goals and activities
- Provide consultation in member business development and management where needed
- Timely follow-up to the borrowers and collect collaterals due to failure of repayments
- To meet the target specified of loans to disburse every month
- Perform any specific task and duty assigned by the SACCOS' G. Manager

Educational Qualifications and competencies

- A Bachelor's degree in Accounting, Finance, economics, business administration and marketing
- Bachelor of Cooperative management and accounting
- Strict compliance to the SACCOS Rules and Regulations
- Experience of at least two years in the relevant field will be an added advantage
- Proficient computer skills, including Microsoft Office Suite
- Able to analyze financial records and transfer data

Salary

Is according to WAT SACCOS salaries scheme

Your application should be addressed through our email

recruitment@watsaccos.or.tz

WAT SACCOS LTD will consider only applications through email

Closing date: 8, SEPT 2024



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Bazil A. Kimario

CHAIRPERSON OF WAT SACCOS LTD