



JOB VACANCY-Loans Officer(01 position)

Mityana women maize farmers' cooperative society was established on 21st July 2022, with a current membership of 275 members focusing on; Supporting members to initiate and improve business for better incomes, establishing business to make profits while enabling members to easily access inputs and aggregate financial resources through saving and credit. It is a multi purpose cooperative society involved in poultry, agriculture, saving&credit, establishing enterprises/ business and handcraft.

The Cooperative is looking for a Loans Officer. The job involves evaluating loan applications, checking if they are good borrowers, and making recommendations to give or not give loans. The Loans Officer will also meet with people who want loans to see if they can pay back the money before making a decision. He/She will be responsible to ensure all loans are paid and that loan takers comply with the terms and conditions of loan repayments.

REPORTING TO: Cooperative CEO

WORKING HOURS: 08:00-17:00, Monday-Saturday

DUTY STATION: Mityana Uganda

DUTIES AND RESPONSIBILITIES

Key Responsibilities:

- Process loan applications and supporting documentation within established guidelines to assess creditworthiness.
- Conduct interviews with applicants to evaluate their financial eligibility and feasibility for loan approval.
- Calculate relevant ratios and metrics to determine debt repayment plans.
- Communicate effectively with clients, either to request information or provide updates on loan status.
- Justify loan decisions (approval or rejection) and maintain accurate records of all transactions.
- Finalize loan contracts and educate clients on SACCO policies, restrictions, and requirements.
- Identify customer needs and present various loan options, introducing suitable products and services.
- Foster strong relationships by going the extra mile to ensure customer satisfaction throughout the underwriting process.

- Ensure compliance with relevant laws, regulations, and lending guidelines.
- Collect debts from clients in a timely and professional manner.

MINIMUM REQUIREMENTS AND EXPERIENCE

Requirements:

- Education: A diploma in Microfinance, Business Administration, business education or a related field.
- Experience: At least one year of proven experience in a loans environment.

Skills:

- Ability to work effectively under pressure and tight deadlines.
- Knowledge of computer software and banking applications.
- Excellent communication and interpersonal skills to build strong relationships with clients and colleagues.
- Customer-centric approach with a focus on delivering exceptional customer satisfaction.
- Sales competencies to effectively promote and sell financial products and services.
- **MUST** know how to ride a motorcycle with valid rider's permit

Knowledge: Strong understanding of direct and indirect lending products and practices.

Work Environment: Ability to thrive in a goal-oriented environment, prioritizing tasks to meet targets and deadlines.

HOW TO APPLY

Interested candidates to send CVs and Cover Letters to

The chairperson, Mityana women maize farmers' cooperative society limited on: mityanawomenfarmerscoop mityanawomenfarmerscoop@gmail.com

OR

Hand deliver to the cooperative office located at Piida-Mityana

Call 0776926931 for inquiries

APPLICATION DEADLINE: 26 July 2024

NOTE: Only shortlisted candidates will be contacted