



1. Officer; Credit Administration (Fixed Term - 2 years) (1 Position(s))

Job Location : Head Office, Hq

Job Purpose:

The primary responsibility of this role is to Oversee and Manage the loan documentation process for credit facilities, ensuring accuracy, compliance, and efficiency throughout the entire Credit lifecycle.

Main Responsibilities:

- Review and process loan documents (offer letter and terms of reference) timely and accurately as per the approvals.
- Coordinate, support, guide business unit on security documents submission to the legal department for security documents preparation and perfection at relevant authorities within the agreed TAT.
- Review all the condition precedents as per the approval. Ensure that no booking is affected into the system prior to meeting all the conditions present unless there is an approval to do otherwise.
- Assist in reviewing drawdown memos by ensuring that Conditions Precedent (CP's) have been complied with, and legal opinions are in place before sending drawdown memos to Credit Operations.
- Participate in tracking and follow up of the exceptions approved by relevant authority and ensure no long pending outstanding security documents without being finalized/closed.
- Review all the conditions subsequent as per the credit approval. This includes, among others, timely payment of land rent on properties held as security and timely renewal of insurance covers to safeguard bank collateral.
- Test all the financial covenants as per the approved thresholds and testing frequencies.
- Review portfolio status and communicate to business any facilities that are due for renewal of credit facilities to avoid unnecessary extensions.
- Monitor and identify signs of deterioration on individual names with a view to commence early remedial management of these accounts and thereby minimize loan losses thus directly contributing to the bottom line.
- Update all the collaterals timely and accurately into the Collateral Management tool (CMT).
- Facilitate loan collateral discharge and release for facilities which have been fully paid off.
- Perform all the annual reviews assigned by the Manager/Senior manager.
- Maintain accurate records and documentation for all loan transactions.
- Provide support to branches and customers inquiries/queries. Ensure timely response to the queries raised, track them and diarize on action taken and resolution.

- Stay updated on industry regulations and best practices related to loan documentation.
- Maintain accurate records and documentation for all loan transactions.
- Conduct audits and quality checks to ensure compliance with internal procedures and regulatory guidelines.
- Perform any other duties as assigned by Senior Managers, and Head of Department.

Knowledge and Skills:

- Business Administration, Corporate Management, Corporate Law, Banking and Finance, Land Law, solid understanding of relationships between the laws and furthering business interests.
- Technical Banking, legal and lending procedures, and policies, guarantee schemes, corporate lending, market best practices in lending procedures.
- Behavioral Attention to detail.

Qualifications and Experience:

- Bachelor's degree in Banking, Business Administration, Finance, Accounting, Commerce, Law, Economics or related fields.
- 1 year working experience in Banking preferably in credit Functions.

*NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce.
Female candidates and people living with disabilities are strongly encouraged to apply for this position.*

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Only shortlisted candidates will be contacted.

Job opening date : 02-Apr-2025

Job closing date : 16-Apr-2025

[APPLY HERE](#)

2. Officer; Consumer Special Scheme (Fixed Term - 2 Years) (1 Position(s))

Job Location : Head Office, Capital Office

Job Purpose:

Responsible for handling administrative activities of loan processes pertaining to Special Schemes and general SWL from origination to disbursements including conducting loan verifications with all

the Public employers and Pension Funds on needs bases, as well as deepening relationships with key Officials and all other SWL schemes.

Main Responsibilities:

- Creating awareness of the Bank's products and services
- Initiate the process of credit application for review and approvals i.e. Executive, Personal loans and any other loans which need appraisal
- Visit respective employers' offices and pension funds for verification of personal loans applications with employers and approval before disbursements.
- Follow up with employers and Pension funds on loans with exceptions during verifications i.e. loans rejections due to transfer of salaries and Pensions
- Ensure timely processing of loans at Head office level.
- Support the branch network in identifying and clearing the daily loan dashboard by sharing the daily pending list and follow-ups.
- Daily monitoring and evaluation of the disbursement trends of all departmental credit lines to ensure daily booking budgets are achieved.
- Prepare daily, weekly and monthly disbursements and applications status and advise the Senior Manager
- Be an effective agent of relationships with the employers and pension funds
- Generate sufficient leads for account opening across the entire product portfolio to motivate deposit levels
- Daily support to branches as well as customers on resolving queries regarding personal loans.
- Cross selling of products under Personal banking lines
- Generate leads for account opening across the entire product portfolio to motivate deposit levels.

Knowledge and Skills:

- Microsoft applications (Excel, Vision, Word, Publisher)
- Excellent communication and listening skills.
- Confidence and presentation skills.
- Understanding and interest in financial/banking products and markets.
- Ability to explain and handle complex information clearly and simply.
- Good sales and negotiation skills.

Qualifications and Experience:

- Bachelor's degree in business related studies
- At least one year of experience in Relationship and Product management with specific expertise in marketing/sales/Loans/Schemes Management with proven success results

NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce.

Female candidates and people living with disabilities are strongly encouraged to apply for this position.

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.
Job opening date : 03-Apr-2025

Job closing date : 17-Apr-2025

[APPLY HERE](#)

3. Head Wholesale Credit (1 Position(s))

Job Location : Head Office, Hq

Job Purpose:

Responsible for leading, driving the performance of, and actively managing the credit assessment team and approvals with specific responsibilities for corporate borrowers as defined by the bank.

Main Responsibilities:

- Ensure the highest standards of credit quality through the assessment, sampling and application of best practices to credit proposals and maintenance of the standards throughout the corporate borrowers and the team.
- Ensure that only quality assets are recommended for approval and in doing so ensure that a balanced credit opinion is provided with relevant mitigations of risks perceived.
- Work with the origination team on timely reviews including annual and interim review of early and timely identification of emerging risks and recommend remedial actions
- Deliver world-class credit assessment and evaluation services for the bank in the corporate space.
- Advise CCO / CREDCO timely on any known potential or actual shift on risk profile of a borrower / sector providing mitigation or remedial action in the process
- Ensure the quality of the credit assessments done by the unit comply to both external and internal policies and regulations.
- Ensure that all applications submitted to Credit Committees are complete and tabled timely to the credit committee members according to the agreed process and TAT.
- Lead by example and be the coach and mentor for co-workers (not only within the credit department but cross functionally)
- Defend the opinions of the unit on the Credit Committees and ensure that they are correctly captured in the minutes.
- Ensure that the credit risk management systems, which include credit rating, limit exposure aggregation and RAC (Risk Acceptance Criteria for credit application processing) are in place.
- Assist in the preparation and presentation of credit approval packs/ requests to the Credit Committees, challenge pricing to maximize value and ultimate sign-off at customer level remains with Chief Wholesale Banking / Pricing Committee.
- Deliver within the budget using the 'working smarter' approach

- Contribute proactively to various risk related projects and initiatives (e.g. stress testing, IFRS 9 etc.) especially on aspects pertaining to credit measurement sourcing/ management of data for these initiatives.
- Assist the Chief Credit Officer in development and review of Credit Policy and standards in addition to setting the risk appetite statement for the bank.
- Lead the bank's credit audit assignments in relation to the bank's corporate portfolio from Bank of Tanzania and External auditors and ensure all audit queries are attended to timely.

Knowledge and Skills:

- Strong understanding of credit analysis and risk management principles.
- Good understanding of Bank of Tanzania evolving regulatory guidelines and reporting requirements in this space of credit management
- Strong problem-solving skills (hypothesis-driven thinking, analytical, quantitative, conceptual skills)
- Thorough understanding of the evolving practices for the management of credit risk and regulatory requirements
- Capable of professional discussions with internal and external stakeholders
- Ability to manage system transitions smoothly and source data/ perform periodic computations.
- Time-management skills.
- People management and relationship skills.
- Excellent interpersonal and communication skills.

Qualifications and Experience:

- Bachelor's degree in Banking, Finance, Business, Economics, Mathematics / Statistics or related fields.
- Professional qualifications, e.g. CFA/ CPA are an added advantage
- At least 7 years of banking experience, with most of it being in Credit Risk Management and corporate lending
- Exposure to Limit/ Collateral system implementation/ management is preferable
- Exposure to credit risk modelling is desirable

NMB Bank Plc is an Equal Opportunity Employer. We are committed to creating a diverse environment and achieving a gender balanced workforce.

Female candidates and people living with disabilities are strongly encouraged to apply for this position.

NMB Bank Plc does not charge any fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it.

Only shortlisted candidates will be contacted.

Job opening date : 02-Apr-2025

Job closing date : 16-Apr-2025

[APPLY HERE](#)