

RENEW Microfinance Pvt. Ltd.
Terms of Reference
ToR of Credit Officer, Operations Department

Overall Job Description

The credit officer is responsible for preparing loan applications, performing credit analysis, and calculating the risk ratios.

Specific Duties and Responsibilities:

- Represented as a crucial senior official responsible for all credit related policy, procedures, and quality of Loan portfolio.
- Responsible for reviewing loan requests.
- Responsible in the Assessment of clients' financial status.
- Evaluate Credit worthiness and risks.
- Responsible for Analysis and approval of loan requests.
- Contact clients to gather financial data and documentation.
- Ensure to update records of loan applications.
- Follow-up with clients about loan defaults.
- Monitor progress of existing loans.
- Responsible in the monthly review and reporting of NPLs.
- Make proposals to Head office in designing of new credit products.
- Ensure Credit Risk Management-Assist in planning and implementation of credit risk mitigation measures.
- Review competitors' interest rates and calibrate product pricing in line with the policies to ensure a competitive business edge.
- Authority to make decisions but all actions must be confirmed by the reporting authority.
- Providing reports as and when requested by the reporting heads.

Qualification & Experience Requirement:

- Candidates must have a minimum of bachelor's degree in BBA/B.Com (major in Finance/ Accounting) or BA Economics from reputed Institutions/Colleges and must have a minimum of 2 years of relevant work experience.

Skill Requirement:

- Basic skills in Word, Excel, and Power Point
- Ability to sell products and services
- Leadership skills
- Ability to work in team as well as independently
- Excellent communication skills
- Ability to convince others
- Capacity to plan and organize
- Ability to make prompt decision
- Ability to work under pressure
- Analytical skills and ability to work with financial statements
- Mathematical skills

Other requirements

- Curriculum Vitae
- Copy of bachelor's degree Certificates & Academic Transcripts, and Academic transcripts of Class 10 & 12
- Copy of Citizenship ID Card/ Identity Card.
- Security Clearance Certificate (Approved online)
- Medical Fitness Certificate.

- Recommendation Letter from non-family related referees

Employment Type

- Regular

Place of Posting

- Outside Thimphu

Salary & Others Benefits

- Salary and benefits shall be fixed within the existing RENEW MFI pay scales & in line with the RENEW MFI Service Rules.