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

Overall Job Description
The loan officer will be responsible for assisting the Branch Officer in the daily operation in the Branch. The main responsibilities include disbursing quality loans, follow up on defaulting clients and sending daily reports to Head Office.

Specific Duties and Responsibilities:

- Conducts initial meetings in villages and communities together with the RENEW Volunteers and Gups, Magmi and Tsogpas together with the branch officer.
- Identifies and validates potential target members for RMF.
- Collects monthly loan repayments and savings contributions and hands it over to the branch officer with the collection sheet.
- Visits 10 % of the loan customers a month if the remaining duration of the loan exceeds 12months and the remaining balance is more than Nu. 50,000 and 25% of the loan customers if the loans are considered as doubtful or loss and if the outstanding balance is exceeding Nu. 10,000.
- Frequently updates the branch officer about changing information of members.
- Conducts training sessions for the members with regard to RMF procedures, regulation, and policies.
- Assists Branch Officers in addressing problems and supports them jointly in solving them.
- Submits all relevant RENEW Microfinance forms to the branch officer.
- Prepares and disburses loans with the branch officer's approval and checks their utilization.
- Checks and signs offline receipts during center meetings regarding savings, loans and interests.
- Assists the chief operations officer and branch officer to organize review meetings.
- The Loan Officer will act as an officiating Branch Officer (selected by the Branch Officer) in the absence of the Branch Officer.
- Perform such other assignments, as required by RMF.

Qualification & Experience Requirement:

- Class XII pass certificate (General) with a min. of 55% aggregate (aggregate of English and three best subjects)
- Preference will be given to female applicants

Skill Requirement:

- Basic Skill in Word, Excel, and Power Point
- Ability to understand and handle information
- Ability to organize work and workplace
- Ability to sell product and services
- Ability to make prompt decision
- Ability to work in team
- Ability to convince others
- Mathematical skills

Other requirements

- Curriculum Vitae.
- Marksheets and Pass Certificates of class X and XII
- Copy of Citizenship ID Card
- Security Clearance Certificate (approved online).
- Medical Fitness Certificate.

Employment Type

- Regular

Placement

- Trashigang - 2
- Mongar - 1