



PostBank

VACANCY NOTICE

PostBank is a Commercial Bank that is committed to fostering prosperity for Ugandans. The bank is growing and giving opportunity for its employees and the public. PostBank is in need of a competent and achievement driven professional to fill up the below role that has fallen vacant.

POSITION DESCRIPTION

JOB TITLE: MANAGER CREDIT MONITORING & RECOVERIES

REPORTS TO: CHIEF CREDIT OFFICER

JOB PURPOSE

- The job holder is responsible for Monitoring and reviewing loans for compliance with loan & financial covenants for accuracy, clearing exceptions, and managing covenants within the banks monitoring system for new, renewed loans. Also responsible for ensuring recovery of loans over 90 days, written off loans with the objective of putting in place strategies to regularize such accounts and minimize losses.

KEY RESPONSIBILITIES /KEY DELIVERABLES

- Ensure Loan monitoring and flagging of fraudulent loans is done through spot checks, direct customer engagements and consultations with the original Banker or Manager.
- Ensure customer profiles are Maintained/updated, reporting and financial covenants are maintained in loan monitoring system based on credit approval, loan agreement and other loan-related documents.
- Ensure daily review of loans in arrears, expected payments and effective follow-up for timely collection.
- Ensure active loans are reviewed to identify early warning signals and corrective actions in line with the credit policy and procedures are undertaken.
- In collaboration with the respective Branch Management and / or The Relationship Officers, formulate a rehabilitation strategy for distressed accounts before their performance deteriorates.
- Ensure timely resolution of audit, compliance, and supervisory issues in line with the credit policy for the supervised branches.
- Ensure adherence to the Bank's Credit policies and Procedures through coaching branch teams, loan files reviews, branch credit process reviews and customer engagements.
- Train, mentor, aid Relationship Managers/Officers on general inquiries/requests regarding best loan-monitoring and recoveries practices, processes, and tools.
- In collaboration with the Branches and Relationship managers, develop, recommend, and implement strategies to ensure that the accounts under watch category, NPAs and written off are normalized and recovered.
- Ensure monitoring trackers are maintained for valuations, and insurance policies monthly, sensitize branches and relationship managers to submit renewals at least 2 months before expiry.
- Monitor all credit income lines to ensure no losses / leakages and escalate to management for corrective decisions in case of any.
- Ensure daily disbursements are called over to confirm loans disbursed conform to approved terms and conditions, any deviations to be escalated to management.
- Manage loan default and written off loans by undertaking daily to monthly analysis and reporting issues/exceptions to your supervisor for escalation where necessary.
- Ensure security disposals are undertaken as per mortgage, chattel act and credit policy and procedures.
- Manage and ensure that Auctioneers have valid licenses, SLAs and insurance policies and ensure regular monitoring and tracking of their performance
- Ensure timely issuance of all notices for defaulting borrowers
- Ensure trackers for recovery costs spent by the bank, sold securities, impounded and advertised securities are maintained and costs recovered.
- Facilitate negotiations with Customers regarding settlement agreements and ensure that all proposed settlements are approved and tracked.

BUSINESS BEHAVIORS & FINANCIAL RESPONSIBILITY

- Ensuring no financial losses out of own work Lapses
- The ability to communicate clearly both verbally and in written form in a professional manner is deemed essential.
- Ability to build functioning working relationships across the branch, Bank and cultural boundaries.
- Ability to demonstrate positive image and role model PBU's values and leadership behaviors.
- impeccable integrity.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED

- Bachelor's degree in business and related disciplines from a recognized university.
- Training in Credit Risk Management and Control.
- Good knowledge of the Laws of Uganda especially concerning credit, is an added advantage.
- 6+ years of experience in Credit risk and delinquency Management
- Client management experience
- Ability to analyze and research information
- A strong team player.
- Good marketing and negotiation skills
- Ability to build, foster, and maintain positive professional relationships.
- Knowledge of relationship management best practices
- Takes clear accountability for delivery of corporate goals
- Problem-solving and conflict resolution capabilities
- Team player with excellent interpersonal and leadership skills

THE FOLLOWING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION

- Cover letter, Detailed CV, and Copies of academic documents all as one file.

MODE OF APPLICATION

- Online applications addressed to **Chief Human Resource Officer**, PostBank Uganda.
- Send application to **hr@postbank.co.ug** with job title as subject.
- Closing Date: **Wednesday 23rd October 2024 at 5:00pm.**
- Only shortlisted candidates will be contacted.

PostBank Uganda Ltd is an equal opportunity employer.

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