



CEAC Outsourcing Company Limited is currently seeking a qualified and experienced candidate to fill the position of **Loan Management Services Officer** for our client, **The Students' Loan Bureau**.

## **QUALIFICATIONS**

- First Degree in Finance, Banking or equivalent.
- Two (2) years in a financial institution..

## **SPECIFIC KNOWLEDGE**

- Knowledge of relevant sections of the Students' Loan Fund Act.
- Knowledge of credit administration and documentation techniques.
- Knowledge of the Bureau's operational policies, regulations and practices
- Knowledge of the Bureau's lending policies.

## **RESPONSIBILITIES**

### ***Planning***

- Contribute to the development of the Loan Management Division's annual strategic planning process, resulting in the division's cascaded strategic plan and scorecard.
- Update, in conjunction with direct supervisor, own Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and scorecard.
- Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

### ***Execution***

- Execute the assigned loan application and loan processing activities of the Bureau, ensuring accuracy and efficiency of the loan management process.
- Validate assigned application forms and supporting documents, ensuring accurate completion to prevent delays in the loan processing timeline.
- Execute the return process for assigned excess funds disbursed to institutions to ensure proper credit to beneficiaries' accounts, ensuring compliance with financial regulations.
- Liaise with Chief Accountants and/or Bursars at various institutions via email, letter, and telephone to confirm applicant registration status and facilitate timely disbursement, ensuring accurate and timely disbursement of loans.
- Prepare assigned reports, including GIA and CIL, in accordance with internal and external deadlines and formats, ensuring compliance with regulations and internal policies.

- Provide guidance on loan application processing matters as requested.
- Assists with the loan application appeals process by:
  - a) Accepting and preparing the necessary documentation relating to the appeals application e.g. supporting statements, forms and correspondence.
  - b) Clarifying information submitted by contacting applicants and utilizing appropriate interviewing techniques, as necessary.

***Monitoring and Reporting***

- Contribute to the preparation of the Loan Management monthly performance report in the scorecard format, then attend the monthly divisional strategy review meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.

**Basic Salary Starts: \$ 2,803,771**

**Apply: [recruitment@slbjia.com](mailto:recruitment@slbjia.com)**