

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

QUALIFICATIONS

- First Degree in Finance, Banking, Management or equivalent;
- Certificate in Supervisory Management or equivalent.
- Four (4) years' experience in Loan Management with two (2) years' experience in supervisory position.

SPECIFIC KNOWLEDGE

- Knowledge of relevant sections of the Students' Loan Fund Act.
- Knowledge of credit administration and documentation techniques.
- Knowledge of GOJ procurement regulations and practices.
- 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 each direct report, his/her Job Accountability, ensuring alignment to the Bureau'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 each direct report, his/her individual development plan arising from the performance review process.
- Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

Team Development

- Constantly review the competency and performance of all team members in the division. Provide continuous coaching and lead the implementation of each direct report's individual development plan.

Execution

- Manage the assigned loan application and loan processing processes of the Bureau, ensuring accuracy and efficiency of the loan management process.
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- Manage the necessary quality assurance testing for assigned tuition loans and grant in-aid to protect the interests of the Bureau, ensuring compliance with established standards.
- Manage the return process for assigned excess funds disbursed to institutions to ensure proper credit to beneficiaries' accounts, ensuring compliance with financial regulations.
- Manage the liaison 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.
- Provide guidance on loan application processing matters as requested.

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: \$4,266,270

Apply: recruitment@slbj.com