



## **TONGA DEVELOPMENT BANK**

### **LOAN OFFICER, HEAD OFFICE - NUKU'ALOFA**

Applications are invited from suitably qualified candidates for the position of LOAN OFFICER, at Head Office – Nuku'alofa. We need 2 incumbents immediately.

The Loan Officer is accountable to perform appraisal, assess loan requests and process credit proposals accurately and timely according to the Bank credit policies. The loan officer is also required to effectively manage a set of loan portfolio, supervise and monitor.

#### **Key Skill and Knowledge required:**

- Prefer Diploma holder in Accounting/Business or relevant areas in Finance are desirable.
- Strong background in Maths, Accounting and English.
- Good analytical skill, analytical thinking and good judgement;
- Good communication skills, in oral and written (English and Tongan);
- Good understanding of credit policies and lending procedures,
- Good customer management and interpersonal skills; High drive, self-motivation and common-sense
- Good computer skills in Word and Excel.
- Desirable: work experience in credit and customer service will be useful but not a prerequisite as training will be provided.

**Remuneration:** from TOP14,775– \$22,163 per annum. The entry point will depend on qualification and working experience being brought to the job.

**Benefits:** Attractive benefits are also available including staff loans and retirement fund scheme.

**Applications:** Applicants from other organizations or Government Departments must apply through their Head of their Departments or employers. Applications must be addressed to: Chief Executive Officer, Tonga Development Bank, Fatafehi Road, P.O Box 126, Nuku'alofa. Application forms are available at any of the TDB offices and our website: [www.tdb.to](http://www.tdb.to). Only shortlisted applicants will be advised and arrange for an interview.

**Deadline:** Deadline for All applications is **Friday, 25<sup>th</sup> August 2023, 4pm.**

For further enquiries, contact Human Resource division, Head Office at phone 23-333 extension 221.