



OPPORTUNITIES FOR EMPLOYMENT AT TONGA DEVELOPMENT BANK

Applications are invited from suitably qualified candidates for these various posts:

i) Senior Loans Officer - Head Office

Job purpose is to plan, control, manage and provide loan products and services to a set of customers to achieve lending targets and objectives in a timely, efficient and effective manner.

The position reports to Chief Credit Officer and responsible for the following:

- Appraise and assess loan requests according to the Bank's Lending policies and guidelines;
- Supervise, monitor and effectively manage a set of loan accounts to maintain quality portfolio;
- Undertake any other duties required by Chief Credit Officer.

Key skills required: The successful candidate must be capable of working independently and dealing with the Bank's clients at all levels.

- Good attitude and commitment are essential requirements.
- Good understanding of credit policies and lending procedures, Accountancy and basic understanding of financial statements; analytical thinking and good judgement on basic credit proposals
- Good customer service, time management and interpersonal skills; Self motivated, practical and energetic person demonstrating common sense
- Good oral and written communication skills.
- Good understanding of basic Microsoft Office software applications.

Relevant experience in credit and customer service will be useful but not a prerequisite as training will be provided.

Qualifications: A degree in Accounting, economics, finances or equivalent in sales/ or banking or relevant fields.

Remuneration: The post of Senior Loans Officer is at Band 8 with a salary scale ranging from \$17,952 - \$26,928 per annum.

ii) Loans Officer – Head Office

Key responsibilities includes:

- Appraise and assess loan requests according to the Bank's Lending policies and guidelines;
- Supervise, monitor and effectively manage a set of loan accounts;
- Undertake any other duties required by Chief Credit Officer.

Key skills required:

- Good understanding of credit policies and lending procedures, Accountancy and bookkeeping; analytical thinking and good judgement;
- Good customer management and interpersonal skills;
- High drive, self motivation and lots of commonsense
- Good oral and written communication skills.

Relevant experience in credit and customer service will be useful but not a prerequisite as training will be provided.

Qualifications: The minimum qualification is a Diploma or it's equivalent in the following subjects; Accounting, Maths, Finance or relevant fields

Remuneration: The post of Loan Officer is at Band 9 with a salary scale ranging from \$14,775 – \$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, retirement fund schemes and Higher Education TDB funded courses.

Applications: Applicants from other organizations or Government Departments and Tongatapu must apply through their Head of Departments or employers. **Applications must be addressed to:** CEO, Tonga Development Bank, Fatafehi Road, P.O Box 126, Nuku'alofa. Application forms are available at any of the TDB offices or Head Office in Nuku'alofa.

All applications must be submitted no later than 4.00pm on Friday 13th October 2023.