



Job Opportunity

The Tonga Development Bank Team is looking for a dynamic and self-starting individuals to fill the following position;

1. Documentation & Administration Officer (Ha'apai Branch Office)

Post Title: Documentation & Administration Officer (Ha'apai Branch Office). The position reports directly to the Branch Manager Ha'apai Branch Office.

Responsibilities and Duties

The Primary Role of the Documentation & Administration Officer are:

- Import and print all Loan Agreement send from Head Office.
- Ensure all Loan Agreements are correctly checked and signed off by the Branch Manager before signing of by borrowers.
- Preparation of Security Documentation Certificate to be within 24 hours.
- Weekly follow up to TDB Head Office outstanding deed and mortgaged send to be endorsed by Ministry of Land and Survey.
- Filing security documents on a daily basis.
- Ensure accuracy of amount, account number and names of cheque disbursement.
- Registration of Insurance Certificate and distribution to Loan Officers.
- Reconciliation of Branch Vote and ensure expenses is within allocation.
- Preparing Ha'apai Branch Office weekly staff attendance to Head Office.
- Preparing/Registered receiving mailbags weekly to and from Head Office
- Preparing orders to suppliers of stock or service required as well as preparing cheque payment
- Preparing & Printing Cheques for Mortgage.
- Handling all IT matters at Ha'apai Branch Office
- Prepare payment of bills on a weekly basis.
- Provide support cover for Teller

Qualifications : A Diploma in Accounting/Business or relevant areas in Finance are desirable.

Remuneration: The post of Documentation & Administration Officer is at Band 9 with a salary scale ranging from \$14,775pa to \$22,163per 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 scheme and excellent opportunities for advancement.

Applications: Applicants from other organizations or Government Departments and Tongatapu must apply through their Head of 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. Only shortlisted applicants will be advised and arrange for an interview.

Deadline : Deadline for all applications is Friday 13th October 2023, 4pm.