



OPPORTUNITY FOR EMPLOYMENT - TONGA DEVELOPMENT BANK

TELLER – HA'APAI BRANCH OFFICE, HA'APAI

Applications are invited from suitably qualified candidates for the position of Teller at the Tonga Development Bank's, Ha'apai Branch Office.

The position of Teller Ha'apai Branch Office will be responsible for;

- Ensuring efficiency and accuracy in handling all transactions while following Bank policies and guidelines (cash, account numbers, disbursement of loans amount, particulars in saving accounts cards and all processes in signing of Loan Agreements are completed before releasing cheques).
- Maintaining a high level of customer service satisfaction
- Ensuring cash security is safe and daily batching of receipts and cheques are completed.
- Handling money transfer and Payment functions
- Handling disbursements functions.

Other competencies required for the Teller include :-

- Basic cash handling and balancing skills,
- Data Input,
- Achievement orientation,
- Good communication skills (both written and spoken).
- Computer (PC) skills.
- Good interpersonal relationship at all levels with staff, clients and stakeholders.
- Have a drive, motivation and common sense
- Good Teamwork.

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

Remuneration: The post of Teller is at Band 10 with a salary scale ranging from TOP\$8,944 to \$13,416 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 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:** Acting/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 **16th September, 2022, 4pm.**

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