



Wanandegge Savings & Credit Cooperative Society Ltd

Wanandegge Plaza, Embakasi Road
P.O. Box 19074-00501 Nairobi, Kenya

Head Office : 0722 208 557, 0780 208 557 Mombasa: 0706 113 158

Email: info@wanandegesacco.com, msa@wanandegesacco.com, www.wanandegesacco.com

20.04.2022

MICRO CREDIT OPERATIONS OFFICER VACANCY

Wanandegge Sacco is seeking to recruit a dynamic, innovative, energetic, self-motivated and experienced person to fill the position of Micro Credit Operations Officer

Job summary

The job holder will be responsible for development of the Micro Credit Unit through recruitment of groups and individuals in business, credit appraisal and ensuring prompt recovery of loans.

Responsibilities

- Oversight of Recruitment and training of selected groups about available products and services
- Disburse loans to identified groups in a time-efficient manner and ensure that loan payments are made promptly
- Recruitment of potential clients and conduct an initial assessment and assist clients in completing applications
- Put in place mechanisms of managing Loan portfolio to ensure a healthy lifetime at all times
- Identify and implement partners, their capacity building and training needs as they correlate with microfinance.
- Advise on areas of improvement either on policy or procedural issues
- Timely submit credit application to the loan department for verification and recommendation
- Monitor groups operations and purpose to attend weekly group meetings to keep abreast of all the activities
- Responsible for business growth by selling Wanandegge Sacco products to current and potential customers to ensure profitability.
- Responsible for compilation and submission of timely and reliable credit report to assist in decision making and evaluation.
- Responsible for provision of feedback and ideas necessary to grow the knowledge base of the organization.
- Supervision of Business Development Officer responsible for Micro credit section

Critical Competencies Required

- Must have excellent communication skills, both oral and written
- Ability to work with minimal supervision and possess excellent leadership skills
- A good knowledge of the micro-finance industry trends and practices
- Good analytical and report writing skills
- Must be a self-starter and possess excellent presentation skills

Academic Qualifications and Experience

- Bachelor's Degree in any of the following disciplines: Marketing, Business Administration/ Management, Cooperative Management its equivalent
- A minimum of three (3) years practical experience as micro credit officer in a Financial institution

Qualified candidates should send their applications and curriculum vitae to recruitment@wanandegesacco.com by 30th April 2022