

VACANCY

Citizen Entrepreneurial Development Agency (CEDA) is offering a challenging opportunity for a fully qualified individual for the position of Loans Manager. The individual will cover the responsibilities for the overall performance of CEDA loans (disbursements, loans performance, maturing loans, and loan reviews).

This Position Reports to : Head of Finance

Main Purpose of the Job

1. Responsible for loans information management under:
 - CEDA Main Line
 - Short Term Loans/Trade Finance
2. Responsible for the management of SAP Loans Management module and Accounts Receivables module.

Key Performance Areas

1. Accurate Information and Management of all CEDA loans in accordance with CEDA guidelines.
2. Effective use of SAP Loans Management and Accounts Receivables modules
3. Timely execution of loan requests
4. Training and developing staff
5. Credit risk management of CEDA portfolio and compliance with Credit Policy
6. Timely and Accurate Loan Portfolio and Guarantee Reports
7. Excellence in customer service

Position Requirements

Education : Degree in Accounting, Business, Banking or related area. Professional: Full qualification of a recognised professional qualification i.e. (CIMA/ACCA)

Regulatory Bodies : Full membership of the Botswana Institute of Chartered Accountants (BICA)

Experience : At least five years post qualification experience in lending or financial accounting environment, of which at least one year must be at middle managerial level in a computerised accounting environment.

Competencies

1. Leadership and organisational skills
2. Effective Communication
3. Collaboration and inter personal skills
4. Analytical thinking
5. Business orientation and results focus
6. Planning, coordinating and resource management
7. Innovative and proactive
8. Strategic thinking

All applications must include a comprehensive CV, with certified copies of certificates and summary details of current duties. Applications must be submitted to:

**Director, Human Capital
Citizen Entrepreneurial Development Agency
Private Bag 00504
Gaborone**

or e-mail to : recruitment@ceda.co.bw

Closing Date June 21, 2019