



# WE ARE HIRING

## Recovery Officer- Retail and SME Written-Off Management

**DEPARTMENT:**

Special Asset Management

**REPORTING TO:**

Reporting to-Manager-Recovery

**Location:** Dar es Salaam.

**HOURS OF WORK**

8am - 5pm Monday to Friday.  
Additional hours as required by workload.



Call 0800 780 111 or visit [www.eximbank.co.tz](http://www.eximbank.co.tz)



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## 1. PURPOSE OF JOB:

He/she will be responsible for the timely execution of recovery strategies for written-off to maximize recoveries.

## 2. RESPONSIBILITIES:

- Prepare and maintain daily performance monitoring trackers/reports for constant monitoring of key parameters on the bank written-off portfolio.
- Maintaining written-off portfolio for both existing and newly added accounts ensuring close update of the status for each account is maintained.
- Analyzing written-off portfolio from time to time and ascertain the non-recourse segment of the portfolio and seek approval for complete write-off thereafter.
- Liaise with the legal unit and always ensure attending all meetings relating to recoveries both for Retail and SME segments.
- Updating of key details for all written-off accounts including but not limited to KYC and other data sets that should facilitate the obligor's whereabouts.
- Maintaining recoveries tracker and projection for all written-off accounts and sharing the same every week for discussion with the line manager.
- Preparing and sending reminders to customers regarding payments, or other issues as mandated by management.
- Preparing adverts for marketing of repossessed properties or properties about to be auctioned by the Bank or through external parties, including the Court.
- Where possible ensure firm communications with respective written-off customers is maintained throughout, and management is appraised on the progress accordingly.

## 3. QUALIFICATION AND EXPERIENCE REQUIRED:

- University degree preferably in Law, Accounting/Finance and Business Administration.
- Relevant professional qualifications in banking, risk management, recovery, and law.
- At least 2 years of work experience in recovery or related field.

Please send your application to:

[hrrecruit@eximbank.co.tz](mailto:hrrecruit@eximbank.co.tz)

NB: Only short - listed candidates will be contacted

Application deadline: **16th January 2024**



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