



HBS Microfinance Is a fully – Leading Financial Institution in Tanzania dedicated to Provide financial services inclusion and access for everyone, The Microfinance offer excellent and efficient microfinance services by delivering innovative financial solutions to the Community. HBS Microfinance has a wide branch network of over 10 branches, and over 6 thousand customers across the country.

We are looking for qualified candidates to fill the position of **Loan Officers** to the following branches;

Job Location

#	Branch Name
01	GAIRO (1)
02	IRINGA (1)
03	MAFINGA (1)
04	BABATI (1)

Key Responsibilities:

- Promote and sell a diverse range of loan products to contributing to financial inclusion and economic growth.
- Conduct thorough needs assessments, understand client requirements, and recommend suitable loan options.
- Collect and analyze financial data, assess creditworthiness, and prepare loan applications for underwriting.
- Maintain accurate and complete client records, ensuring compliance with all company policies and procedures.
- Build strong relationships with clients, providing exceptional customer service and fostering trust.
- Loan Process and monitoring to ensure achievement of self-target without compromising with HBS Microfinance Ltd policies and procedures

Qualifications:

- Demonstrated integrity, social responsibility, innovation and customer Focus.
- Highly motivated and results-oriented with a strong desire to learn and succeed.
- Excellent communication and interpersonal skills, with the ability to build rapport with diverse client groups.
- Strong analytical and problem-solving skills, with a keen eye for detail.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Age between 18-30.



- Minimum education level: Diploma or Bachelor's Degree, preferably in Microfinance Management, Finance, Business Administration, Community Development or related field.

To Apply:

Please submit your resume, cover letter, Academic Certificates, passport size (Taken recently), National ID or number to (hr@hbsl.co.tz) be sure to include "Loan Officer Position" in the subject line. And all Job application shall be addressed to:

Managing Director HBS Microfinance,

P.O.Box 16963,

Arusha-Tanzania.

Phone number 0673188684.

Application Deadline: [27th September 2024]

“Sharing is Caring”