



.....*Empowering members for life*

## **VACANCIES ADVERTISEMENT**

### **Society Vision: To redefine financial wellness**

Stima DT Savings and Credit Cooperative Society Limited (Stima Sacco) is a leading countrywide, fast growing and licensed DTS (Deposit Taking Sacco). In order to achieve the planned growth, the Sacco is looking for a qualified and competent person to fill the following vacancy:

### **DEBT RECOVERY ASSISTANT-3 POSITIONS**

Reporting to the credit control officer, the assistant debt recovery officer is responsible for monitoring loans, analyzing accounts in default/arrears and recommending the appropriate action plan for recovery, collection of loans, negotiating loan payment, restructuring and handling of enquiries.

#### **Key Responsibilities:**

- 1) Monitoring of Branch loan portfolio performance and ensuring compliance to the society's policy and regulatory guidelines.
- 2) Carrying out remedial measures and active recoveries on delinquent loans.
- 3) Communicating and issuing default notices as per policy.
- 4) Initiating recovery processes on delinquent loans.
- 5) Offering financial counsel and remedial actions to delinquent facilities.
- 6) Advising on payment plans and restructuring options.
- 7) Responsible for defaulter loans attachment, recovery and guarantor management.
- 8) Responsible for generation and submission of defaulter list for CRB listing and delisting.
- 9) Liaising with external debt collectors on loan recoveries.
- 10) Liaising with head office Credit Control on realisation of assets and attachment of loans to guarantors.
- 11) Member of the Branch Credit Committee

#### **Qualifications**

- Bachelor's degree from a recognized institution.
- Minimum of 3 years' experience in debt collection within the financial service industry.
- Fully conversant with lending in the Kenyan business environment.
- Qualifications in Credit Management/Debt Collection will be a definite advantage.
- Excellent negotiation and communication skills.
- Experience in working with targets and strict deadlines.
- Good planning, analytical and monitoring skills.

- Proficiency in computer applications.

Qualified applicants should send their **Application Letter** and **Detailed CVs** to [Debtrecoveryasst2020@stima-sacco.com](mailto:Debtrecoveryasst2020@stima-sacco.com) on or before 5pm on **14<sup>th</sup> February 2020** indicating the position applied for as the subject line.

**Only Shortlisted Candidates will be contacted.**