



VACANCY ANNOUNCEMENT

Position Title	:	Recovery Officer (2 positions)
Reports to	:	Head of Credit
Duty Station	:	Monrovia/Redlight
Duration	:	Opened
Opened	:	January 9, 2019 (To all eligible candidates)
Closed	:	January 23 RD 2019

ABOUT DIACONIA MDI DEPOSIT TAKING INSTITUTE

Diaconia Microfinance Deposit-taking Institution Liberia Inc. (Diaconia MDI) 135 Carey Street, Between Lynch and Johnson Streets Monrovia, Liberia. Diaconia Microfinance Deposit-taking Institution Inc. (DMDI) is a limited liability company. Based on a feasibility study in Liberia executed in April 2011, DMDI was established in Monrovia in December 2012. The formal license to operate was received from the Central Bank of Liberia (CBL) in August 2014.

(DMDI), being the first initiative in Africa of Alliance Microfinance AS (AMAS), Norway, is here to help small business succeed in their drive to create for themselves a middle-income status through the provision of microfinance services in urban and rural Liberia. The Institution will support micro, small and medium Enterprises (MSMEs) in sectors such as small skill manufacturers, home improvement/reconstruction, wholesale and retail traders.

Position Summary:

Enforce complete repayment from Arrear Clients.

MAIN DUTIES AND RESPONSIBILITIES:

- Enforce complete repayment from arrear clients
- Give full support to credit officers
- Alert the institution on high risk clients
- Daily tracking of delinquent clients
- Makes follows ups base on categories of delinquency
- Lift cases needing legal actions to the Credit Supervisor
- Follow up cases at the court
- Make follow up on settlement of claim deceased clients
- Recover written-off loan
- Performed all other functions as assigned by credit supervisor

REQUIRED SKILLS AND EXPERIENCE:

- Must be a High School or College Graduate
- Ability to understand and follow oral and written instructions
- A good team worker, hardworking, dedicated, committed and friendly
- Good spoken English
- Must be computer literate (Office Suit)
- Must have experience in recovery or field work
- Hardworking and very active person.
- Very well working over stress and pressure.
- High level of accuracy and ability to work effectively with Minimal supervision.
- Good knowledge of the informal
- Should be Bike Rider

Qualification

- Willing to work beyond normal working hours when needed
- Willing to work with scarce resources and under pressure
- Proven to be respectful, honest, dedicated to customer service and time conscious
- Be a good team player

Personality

- Reputable, punctual, realistic and flexible
- Must identify with the objectives and the Christian profiles and values of the Institution
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Education

Should be a High School or University Graduate. ***Deadline for submission of application 23RD of January 2019 at 4:00pm***

Email address dmdirecruitment2016@gmail.com