



SINDOYA Microfinance Company Limited

09th February 2024

**Arusha
Tanzania**

Various Jobs Vacancy

Jobs Summary

SINDOYA Microfinance Company Limited is a leading financial institution committed to empowering individuals and communities through accessible financial services. We are currently seeking a dynamic and self-motivated individuals to join our team as Microfinance Officers. These roles offers the unique opportunities to make a meaningful impact on the lives of clients and contribute to the growth of our Company.

Job Title : Loan Officer

Location : Arusha ,Tanzania

Job Type : Full -Time

Job Description:

SINDOYA Microfinance Company Limited is seeking a dynamic and results-oriented individual to join our team as a Loan Officer. As a Loan Officer, you will play a crucial role in facilitating the lending process and ensuring the smooth operation of our microfinance services.

Responsibilities:

1. Assess loan applications and conduct thorough financial analysis of applicants.
2. Evaluate creditworthiness and risk factors associated with loan applicants.
3. Interview applicants to gather necessary information and clarify details.
4. Provide guidance and assistance to clients throughout the loan application process.
5. Ensure compliance with company policies and regulatory requirements.
6. Collaborate with the credit team to make informed lending decisions.
7. Monitor and manage the performance of existing loan portfolios.
8. Build and maintain positive relationships with clients to foster customer satisfaction and loyalty.

9. Conduct field visits to verify information provided by applicant.

Qualifications:

1. Bachelor's degree/Diploma in Finance, Business Administration, or a related field.
2. Proven experience in a similar role within the financial sector.
3. Strong analytical and problem-solving skills.
4. Excellent communication and interpersonal abilities.
5. Knowledge of microfinance principles and practices.
6. Familiarity with relevant regulations and compliance standards.
7. Ability to work independently and collaboratively in a team environment.
8. Proficient in Microsoft Office applications.

Job Title :Account and Administration Officer

Location : Arusha , Tanzania

Job Type : Full -Time

Job Description

SINDOYA Microfinance Company Limited, a reputable financial institution dedicated to empowering communities, is looking for a qualified and dedicated individual to join our team as an Account and Administration Officer. This position is a key role in maintaining the financial health of the organization and ensuring efficient administrative processes.

Responsibilities:

1. Financial Management:

- Record financial transactions and maintain accurate accounting records.
- Prepare financial reports, including balance sheets, income statements, and cash flow statements.
- Reconcile bank statements and ensure financial compliance with regulations.

2. Administration:

- Oversee general office administration, ensuring a smooth and organized work environment.
- Manage office supplies, equipment, and vendor relationships.
- Assist in the development and implementation of administrative policies and procedures.

3. Payroll and Benefits:

- Process payroll accurately and on time.

- Administer employee benefits programs and resolve related inquiries.
- 4. Compliance:**
 - Ensure compliance with relevant financial regulations and company policies.
 - Collaborate with auditors during financial audits.

Qualifications:

1. Bachelor's degree in Accounting, Finance, Business Administration, or related field.
2. Previous experience in accounting and administration roles is preferred.
3. Proficiency in accounting software and Microsoft Office Suite.
4. Knowledge of financial regulations and reporting standards.
5. Excellent verbal and written communication skills.
6. Ability to interact professionally with clients and colleagues.
7. Strong attention to detail and accuracy in work.

Job Title :Sales and Marketing Officer

Location : Arusha , Tanzania

Job Type : Full -Time

Job Description

SINDOYA Microfinance Company Limited is currently seeking a dynamic and results-oriented individual to join our team as a Sales and Marketing Officer. If you are passionate about financial inclusion and have a strong background in sales and marketing, we invite you to apply for this exciting opportunity to contribute to our mission of empowering communities through accessible financial services.

Responsibilities:

1. Develop and implement effective sales and marketing strategies to promote our financial products and services.
2. Identify and pursue new business opportunities to expand the customer base.
3. Build and maintain strong relationships with existing clients while fostering new relationships through various channels.
4. Conduct market research to stay informed about industry trends, competitors, and customer needs.
5. Collaborate with other departments to ensure seamless delivery of products and services to customers.
6. Provide exceptional customer service by addressing inquiries and resolving issues in a timely manner.
7. Meet and exceed sales targets to contribute to the overall growth of the company.

Qualifications:

1. Bachelor's degree in Marketing, Business Administration, or a related field.
2. Proven experience in sales and marketing, preferably in the financial services sector.
3. Strong communication and interpersonal skills.
4. Ability to work independently and as part of a team.
5. Excellent negotiation and persuasive abilities.
6. Knowledge of microfinance principles and practices is a plus.
7. Proficient in Microsoft Office applications.

How to Apply:

Interested candidates should submit their Resume/Curriculum Vitae and a Cover letter in PDF detailing their relevant experience and qualifications to **Managing Director, SINDOYA Microfinance Company Limited , Arusha-Tanzania WhatsApp Number +255685690476**. Please include Job Title in the subject line. The deadline for applications is **1st March 2024**

SINDOYA Microfinance Company Limited is an equal opportunity employer. We encourage individuals from diverse backgrounds to apply.

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