

# DEPUTY MANAGER – SME RECOVERIES

The job holder is responsible in carrying out drafting of Board Papers /reschedulements in the SME-M recoveries stage 3 portfolio and to maximize recoveries/maintain the ratios as per the Bank's budgets/ KPIs

## THE JOB

- Responsible for drafting Board Papers/DR Papers of SME stage 3 clients in all regions.
- Responsible for drafting reschedulement proposals of stage 3 SME MM clients in all regions.
- Work closely with the respective Business Banking RM, Credit Officers and RRO's to understand the facility history to be incorporated to Board Paper.
- Be able to handle a large volume of Board Papers/DR Papers during a month in supporting the Recoveries Teams to negotiate/ maximize NPL recoveries.
- Work closely with the in-house legal team in resolving identified issues to expedite the Parate process.
- Possess a very high standard of proficiency in business writing to ensure accuracy of information provided (content/figures) on the Board Papers to enable correct decision making.
- Responsible in Identifying problematic cases proactively and provide amicable settlements options to avoid litigation time/cost.
- Ensure high levels of customer service orientation and application of bank's policy.
- To profile customers & develop an effective recovery/collection strategy.

## THE PERSON

- Full or part professional qualifications in the field of Banking/ Accounting/ Economics and /or Diploma in Credit Management.
- Minimum 7 years of overall banking experience out of which 4 years should be in lending units (Wholesale Banking/Business Banking, Credit etc.) with sound knowledge in credit evaluation, financial analysis and report writing.
- Demonstrate strong business acumen.
- Possess excellent business writing skills and be able to pay attention to detail and be accurate.
- Possess good analytical skills.
- Possess excellent interpersonal and communication skills.
- Be a good team player with the ability to work under pressure.

Please login to <https://www.ndbbank.com/careers> to apply on or before 17<sup>th</sup> July 2024.

We will correspond only with the shortlisted applicants  
"We are an equal opportunity Employer"



Vice President Human Resources