

# DTB

DIAMOND  
TRUST  
BANK

# We Are Hiring!

## Position

Service Delivery Officer - Corporate Banking

Reports to : HEAD - CORPORATE & BUSINESS BANKING

HEAD OFFICE

Desired candidate should possess a Bachelor's Degree in Business Administration, Banking, Finance or related fields.

The candidate should have at least 3 years of experience in banking in the Credit / Marketing field.

\*Successful candidates will be contacted within 14 days after the deadline of submission

Please send your application letter and CV to;

Email: [recruitment2025@diamondtrust.co.tz](mailto:recruitment2025@diamondtrust.co.tz)

Deadline: 2<sup>nd</sup> May 2025



Bank with us. Bank on us.

## Job Purpose

To take full responsibility for preparing Letters of Offer and disbursement memos for loans. Additional duties include managing Credit Administration tasks assigned by the Head of Client Service Delivery and/or Head of Corporate and Business Banking.

Working directly under Head of Client Service Delivery and will be part of the Client Service Delivery team under the Corporate Banking unit. The preparation of Letter of offer and disbursement memos will be for all new loans, renewal of credit facilities, restructured loans and any other Credit accommodations.

## Duties

Keeping turnaround time of all letter of offers and disbursement memos within agreed timeframe.

Coordinating collection of title deeds and security documents from clients, banks, lawyers and any other party.

Liaising with lawyers for preparation of security documents.

Contributing towards effective managing, monitoring and controlling the lending portfolio.

Working closely with Credit Analysts, RMs and Assistant RMs in ensuring turn-around time is met for all the requests

Evaluating the credit worthiness of customers and prospective customers.

Preparing of credit proposals

## Requirements

University degree or equivalent qualification in Business Administration, Banking, Finance or related field.

2-3 years' experience in banking in the Credit/Marketing field based in the Head Office/Branch.

Proven Credit Administration skills in implementation of diversified credit portfolio

## Personal Attributes

Financial Management and analytic skills.

Good word processing skills, strong verbal and written communication skills.

Computer literate.

discretion is required on application and timing of these tasks.

Judgement and decision making skills

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