



## VACANCY NOTICE

Applications are invited from suitably qualified and experienced candidates for the following post

---

1. **LOAN OFFICER (1 POST)**

Applications are invited from suitably qualified and experienced persons to fill the post of **Loan Officer** at LUPFIN Financial Services (Pvt) Ltd, a Microfinance Company wholly owned by the Lupane State University. This position will be based in Lupane

**Purpose of the Job**

Reporting to the Managing Director, this position will be responsible for the marketing of loan products, loan origination and client liaison.

**Key Duties and Responsibilities**

- Collection of KYC documents from clients and prospective clients
- Evaluation of loan applications and making recommendations to the Managing Director
- Maintaining open lines of communication with clients, regarding their accounts
- Attending to client queries and ensuring timely resolution of such, or escalation to management or support departments as necessary
- Marketing of the company's loan products and growing the loan book
- Maintaining up to date client files
- Effecting collections, and following up on non-performing loans
- Performing loan age analysis, flagging problematic or potentially problematic accounts and reporting such to the Managing Director
- Other duties as assigned by the Managing Director

**Qualifications and Experience**

- An Honours Degree/ HND/ Equivalent professional qualification in Finance, Accounting, Economics, Banking, Marketing or related field
- At least 1 year experience in a microfinance, banking, marketing or related field
- Excellent MS Excel skills
- Excellent oral and written communication skills
- Fluency in any of the local languages will be a distinct advantage

**Conditions of Service**

Information on salary and other benefits will be made available to the short-listed candidates.

**Applications**

Interested candidates should submit the following: application letter, certified copies of educational certificates, National ID and Curriculum Vitae and salary expectations to the following email address:  
[lupfinance@lsu.ac.zw](mailto:lupfinance@lsu.ac.zw)

The closing date for the receipt of applications is **Tuesday, 3 March 2023**. Only shortlisted candidates will be contacted.