



## VACANCY NOTICE

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

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1. **LOANS OFFICER**

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

**Purpose of the Job**

Reporting to the Managing Director, this position will be responsible for the marketing of loan products, loan origination, collections 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 communication skills; fluency in any of the local languages will be a distinct advantage
- Candidates from or based in Hwange will have an added 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:

[simandlovu@lsu.ac.zw](mailto:simandlovu@lsu.ac.zw) and [imbira@lsu.ac.zw](mailto:imbira@lsu.ac.zw)

Alternatively, candidates may hand deliver hard copies to:

### **Faculty of Commerce**

Lupane State University  
Office 312, CBZ Building  
Corner Fife Street/ 10<sup>th</sup> Avenue  
Bulawayo

The closing date for the receipt of applications is **Friday, 21 June 2024**. Only shortlisted candidates will be contacted.