

Equity for Tanzania Limited (EFTA)

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EFTA
EQUIPMENT LOANS

Vacancy: Investment Officer internship

Branch Location: 2-Dodoma, 1-Mbeya.

Reporting to: Branch Manager

Application Deadline: 31st May 2024.

JOB DETAILS:

A reputable, award-winning equipment finance company based in Tanzania with numerous branches across the country, dedicated to helping SMEs and farmers grow.

Purpose of role:

The Investment Officer Intern will be directly responsible for handling EFTA customers, including attracting new customers, appraising applications for loans, and monitoring customers who have received loans.

Job Description.

Day to day responsibilities:

Pre-application:

- Identify potential customers in target markets and explain the EFTA product to them.
- Support the Branch Manager to deliver pre-application seminars to potential applicants.
- Provide on-going advice to people preparing applications.
- Application processing:
 - Conduct full appraisals of applications, including business viability and the applicant's reliability. This will include customer site visits, discussions with current or potential customers and suppliers, personal reference checks, working capital checks, and basic financial analysis.
 - Conduct ESG (environmental, social and governance) assessment of applicants.
 - Make recommendations to the Branch Manager of which investments should be progressed.
 - For investments agreed with the Branch Manager, prepare investment proposals for the local Credit Committee, using a standard format.
 - Participate in vetting process for equipment suppliers, e.g. performing site visits.

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Post-application:

- Take lead responsibility for a portfolio of EFTA customers, monitoring these investments on an on-going basis including reminder phone-calls and regular visits to the customers' business sites.
- Make recommendations to the Branch Manager regarding loan restructuring and/or write off decisions for these customers.
- Identify any ESG issues within your portfolio and ensure customers are aware of labor laws.
- Coordinate with training team to identify customers' skills training needs and ensure proper follow-up for any training received. This could also include helping to coordinate customer networking events.
- Maintain detailed records on EFTA's software system.

Candidate Specification

i/ Experience: Fresh from University are encouraged to apply.

ii/ Education Level: Diploma/ Degree from a reputable university.

iv/ Skills: Ms Office, communication, analytic.

v/ Knowledge of: Mathematics, Business Appraisal and SME Financing.

How to apply:

Use the email attached here to send you application: tefta@efta.co.tz For all interested candidates kindly visit our website: www.efta.co.tz for applications.