

JOB ADVERT

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|--------------------------|----------------------------------|-----------------|---------------------------------|
| Job Title: | 2x Loan Officers Learnerships | Division: | Microfinance |
| Reports To: | Branch Manager | Programme: | Shared Services |
| Number of Direct Report: | 1 | Location: | Acornhoek – Mpumalanga Province |
| Paterson Grade: | TBC | Employment Type | 1 year contract |

Primary Purpose

The incumbent is responsible to recruit, train and monitor clients on the policies and procedures of Microfinance Programme.

Key Performance Areas (KPA's)

1. Mobilisation of clients
2. Loan Application
3. Centre Formation
4. Facilitation
5. Utilisation Checks
6. Administration
7. Stakeholder Management and Communication

Key Performance Indicators (KPI's)

1 Mobilisation of clients:

- Client's recruitment and Training

2 Loan Application:

- Draw up loan quotations, ensure that all FICA documents and Loan approval/disapproval process is adhered to.

3 Centre Formation:

- Facilitate the identification and nomination of the Centre chief, Assistant Centre Chief, Group Chairperson and a Secretary and training them on how to conduct a productive centre meeting.

3 Centre Meetings Facilitation:

- Ensure that both employees and staff adhere to the WDB Trust Microfinance Centre Procedures. Loan Utilisation Checks: To conduct loan utilization at the businesses of the client.

4 Administration:

- Ensure good record keeping for the branch

5 Stakeholder Management and Communication:

- Contribute in developing, implementing and management of the Stakeholder Management Plan for the Branch.

Educational Requirements

- Grade 12 certificate compulsory.
- Post Grade 12 qualification will be an advantage

Competencies (Level)

- Ability to pay attention to details.
- Reading and writing in English and local languages.
- Assertiveness and integrity.
- Communication at all levels.
- Ability to make follow ups.
- A flair for figures
- Reliable
- Team player
- Patience

Relevant Experience

- Knowledge in computer applications (Word and Excel).
- Previous work experience will be an advantage.
Working in an NGO and or Development sector is an advantage.

Contacts Details

To apply please send your CV to: recruitment@wdb.co.za

Subject line: Loan officer Leanship Acornhoek

Closing date: 31 March 2026

If you do not receive a response within 2 weeks, please consider your application unsuccessful