



WE ARE

HIRING

Securities and Documentation Officer

REPORTING TO:

Securities and Documentation Manager

RESPONSIBLE FOR:

Securities and Documentation

DEPARTMENT:

Legal Department

REGION:

Dar es Salaam

HOURS OF WORK

8am - 5pm Monday to Friday. Additional hours as required by workload.



Call **0800 780 111** or visit www.eximbank.co.tz



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1. PURPOSE OF JOB:

Management and custody of all Banks' securities and loan related documentation and maintaining a database of securities for all the business segments, i.e. corporate & retail.

2. PRINCIPLE ACCOUNTABILITIES:

RESPONSIBILITIES:

- a) Safe custody of Bank's securities
 - Manage an organized and dual safe custody of securities for ease of retrieval and manage the strong room effectively
 - Manage lodgement of all securities, retail & Corporate and physical filing of lodgement sheets
 - Maintain and manage securities database to ensure that all securities held by the Bank are captured correctly and updated regularly
 - Oversee the inputting of security details on lodgement and ledger sheets to ensure proper records are always in place and ensuring that all security-related documentation is captured on the system and filed.
- b) Discharges and Releases
 - Manage and facilitate discharge of securities from the Bank on receipt of request from the business units/ branches or customers ensuring that the banks interests are covered
 - Manage the withdrawal of Bank's securities as well as oversee the movement of securities internally and externally i.
- c) Compliance
 - Review the security lodgement process to ensure highest standards in respect of procedure, and continuous improvement of the processes and engagement of stakeholders.
 - Perfection of security documents at the different government registries/authorities
- d) Takeovers and Sales
 - Issuance of instructions to lawyers on takeovers
 - Endorsement of discharges within the stipulated limits and overseeing the release of the same
 - Vetting of the undertakings to ensure that the bank's interest is protected at all times



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- Manage the follow up of undertakings to ensure receipt of payment within the stipulated timelines or return of securities.
 - Negotiating and vetting of undertakings for special release of securities e.g. to facilitate amendments on titles; subdivisions, lease registration etc. while ensuring that the bank's interest is protected.
 - Release lawyers and other financiers of their undertakings once the bank's terms have been met.
- e) Management of internal and External Stakeholders
- Manage both internal and external customers to ensure that their requests are responded to within the laid down timelines.
 - Managing quarterly stakeholder engagements for process review and improvements.

3. SKILLS:

- At least 2-3 years of experience in the banking Industry

4. QUALITIES:

- University degree in Law or other relevant professional qualifications.
- Knowledge of Credit process and documentation
- Outstanding communication skills.
- Strong commercial know-how and first-class decision-making abilities.
- Be a good relationship builder and a strategic thinker rather than just operational.
- Resilient under pressure.

Kindly use the provided link to submit your application.

NB: Only shortlisted candidates will be contacted

Application deadline: **15th Oct 2024.**



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