

<b>LOAN OFFICER LEARNERSHIP ADVERT</b>	
Vacancies	Loan Officer - Learnership Programme
Division	Microfinance
Reporting To	Branch Manager
Location	Acornhoek – Mpumalanga Province
Stipend	R5000 per month
Age	18 – 35 years
Gender	Female
Duration	1 year contract
<b>PURPOSE OF THE JOB</b>	
<p>The incumbent is responsible to recruit, train and monitor clients on the policies and procedures of Microfinance Programme.</p>	
<b>RESPONSIBILITIES</b>	
<p><b>Mobilisation of clients:</b> Client’s recruitment and Training  <b>Loan Application:</b> Draw up loan quotations, ensure that all FICA documents and Loan approval/disapproval process is adhered to.  <b>Centre Formation:</b> 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.  <b>Centre Meetings Facilitation:</b> Ensure that both employees and staff adhere to the WDB Trust Microfinance Centre Procedures.  <b>Loan Utilisation Checks:</b> To conduct loan utilization at the businesses of the client.  <b>Administration:</b> Ensure good record keeping for the branch  <b>Stakeholder Management and Communication:</b> Contribute in developing, implementing and management of the Stakeholder Management Plan for the Branch.</p>	
<b>QUALIFICATIONS AND EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>➤ Grade 12 certificate compulsory.</li> <li>➤ Post Grade 12 qualification will be an advantage.</li> <li>➤ Knowledge in computer applications (Word and Excel).</li> <li>➤ Previous work experience will be an advantage.</li> <li>➤ Working in an NGO and or Development sector is an advantage.</li> </ul>	
<b>KNOWLEDGE, SKILLS &amp; COMPETENCIES</b>	
<ul style="list-style-type: none"> <li>➤ Ability to pay attention to details.</li> <li>➤ Reading and writing in English and local languages.</li> <li>➤ Assertiveness and integrity.</li> <li>➤ Communication at all levels.</li> <li>➤ Ability to make follow ups.</li> <li>➤ A flair for figures</li> </ul>	
<b>CONTACT DETAILS</b>	
<p>To apply please send your CVs to: <a href="mailto:recruitment@wdb.co.za">recruitment@wdb.co.za</a>            Subject line: <b>Loans Officer Learnership</b>            Closing date: <b>14th March 2025</b></p> <p>WDB Trust is a feminist organization. To meet the requirements of our EE Plan, people with disabilities will be prioritised.</p> <p style="color: red; font-weight: bold;">If you do not receive a response within 2 weeks, please consider your application unsuccessful.</p>	