



# FEDERATED STATES OF MICRONESIA DEVELOPMENT BANK

P.O. Box M

Kolonia, Pohnpei FM 96941

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**Opening Date: January 05, 2022**

**Closing Date: February 04, 2022**

## **POSITION ANNOUNCEMENT NO. 2022-001**

It is the policy of the FSM Development bank that FSM citizens be given first priority for employment consideration, with other Micronesians, U.S. citizens, and other nationals utilized in positions for which no qualified citizens are available.

<b>POSITION:</b>	<b>BRANCH MANAGER</b>
<b>LOCATION:</b>	<b>FSM Development Bank, Yap Branch Office Colonia, Yap, FSM</b>
<b>SALARY:</b>	<b>\$ 30,000.00 Higher Salary may be considered, Depending on Qualification</b>

### **GENERAL DUTIES AND RESPONSIBILITIES (Illustrative only):**

1. Supervises the Branch staff and oversees the daily operation of the Branch office.
2. Ensures that the Branch office provide effective financial services to the public as prescribed by the bank's mandate, policy and stated objectives.
3. Ensures that all inquiries and applications for loans receive a prompt response.
4. Ensures that evaluations of loan applications are effectively and efficiently processed using the Bank's credit criteria and evaluation reports and supporting documents are dispatched to the Loan Division of the Headquarters without delay.
5. Provides guidance and orientation to ensure that employees of the Branch are knowledgeable regarding the Bank's services, policies, procedures and regulations to the extent that they may effectively and efficiently serve the bank's customers and general public.
6. Provides effective monitoring and evaluation of projects to ensure that they are performing accordingly and to provide periodic reports to the Headquarters office.

**The FSM Development Bank is an equal opportunity employer, provider and lender. For Discrimination Complaints, Please write to: the Chairman of the Board of Directors, P.O. Box M, Kolonia, Pohnpei FM 96941**

7. Represents the bank at official functions, activities, and forums within the State and provides periodic reports to the President/CEO regarding developments in the State with appropriate recommendations for policy changes.
8. Ensures that all reports, reviews, correspondence, statistics, and other information originating from the Branch Office is accurate and timely.
9. Effects loan disbursements and supervises the use of the bank's funds.
10. Pursues collection of loan payments including late and delinquent loan payments; reports progress to the Corporate Office and implement instructions accordingly.
11. Assists clients who have difficulties meeting payment schedules by suggesting alternative payment arrangements within the established policies and procedures of the bank.
12. Prepares branch annual plans (MBO) and budget estimates for the Branch according to policies and procedures, and manage approved budgets accordingly.
13. Advises clients regarding services of the Branch to promote new business and local enterprises. Conducts research and documents potential local projects to be financed by the Bank, and advises the Corporate Office accordingly.
14. Continuously evaluates the performance of the Branch and the operating environment and makes recommendations to the Corporate Office as to ways that the performance may be improved.
15. Performs branch staff annual performance evaluations and provides feedback ensuring that employees accomplish their objectives and at the same time develop their capacity to their full potentials.
15. Performs other duties as assigned.

#### **QUALIFICATIONS REQUIREMENTS:**

Bachelor's degree in business, economics, finance or other related field of study from an accredited college or university plus four (4) years of managerial and professional work experience and other training, or equivalent combination of education and experience.

#### **FILING INSTRUCTIONS:**

All applications, curriculum vitae, and at least three (3) letters of reference shall be completed and submitted to: FSMDB Corporate Office in Kolonia, Pohnpei, or any of the FSMDB Branch offices in Chuuk, Kosrae and Yap State. You may mail to: FSM Development Bank HQ, P.O. Box M, Kolonia, Pohnpei FM 96941; or fax to 320-2842 or by email to: [info@fsmdb.fm](mailto:info@fsmdb.fm), on or before February 04, 2022.

Application forms are available at any of the FSMDB offices and website: [www.fsmdb.fm](http://www.fsmdb.fm)

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