



FEDERATED STATES OF MICRONESIA DEVELOPMENT BANK

P.O. Box M

Kolonia, Pohnpei FM 96941

Tel. (691) 320-2840/2419/5300/5223/2624 Fax. (691) 320-2842

Email: info@fsmdb.fm | Website: www.fsmdb.fm

Opening Date: June 28, 2021

Closing Date: July 28, 2021

POSITION ANNOUNCEMENT NO. 2021-002

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.

POSITION:	LOAN OFFICER (2 positions)
LOCATION:	FSM Development Bank, Yap Branch Office Colonia, Yap, FSM
SALARY:	\$ 16,515.20 Higher Salary may be considered, Depending on Qualification

GENERAL DUTIES AND RESPONSIBILITIES (Illustrative only):

1. Provides information regarding the Bank's services, functions, loan procedures and business advantages to potential customers and clients.
2. Interviews applicants for loans and compiles all necessary data regarding the client's proposed project. Informs clients regarding the Bank's requirements and standards for loans. Negotiates and explains terms and conditions of loans to applicants. Issues applications and other lending documents.
3. Assists applicants in completing the loan applications, related documents and/or direct them to appropriate agencies for assistance. Ensures that all loan applications are properly documented.
4. Assesses the economic and financial viability of proposed projects in terms of management experience, technical abilities, marketing, and financial capabilities. Conducts detailed feasibility studies regarding proposals as necessary.
5. Compiles information and prepare loan packages in standard formats for review by the Credit Committee.

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

6. Administers the disbursement of loan funds to approved projects.
7. Ensures that borrowers fulfill the terms and conditions set out in loan document and lending guidelines. Monitors projects progress via reports and with visits to the project.
8. Pursues the collection of loan payments on current and delinquent loans. Provide assistance to clients with problem accounts within the established policies and procedures of the Bank. Reports progress regarding such loans to the Branch Manager and the Senior Loan Officer or the Senior Vice President/COO and implements instructions accordingly.
9. Promotes Bank's business and develops recommendations to market the Bank's services in the local community.
10. Performs other duties as assigned.

QUALIFICATIONS REQUIREMENTS:

Bachelor's degree in Accounting, Finance, Business Administration, Economic or related field from a four-year college or university; plus one to two years related work experience and/or training. Ability to read, analyze, and interpret general business proposals, technical procedures, or governmental regulations. Ability to perform economic and financial analysis on loan packages. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from clients/customers, and the general public. Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to interpret a variety of instructions furnished in writing, oral diagram, or schedule form.

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, on or before July 28, 2021.

Application forms are available at any of the FSMDB offices and website: www.fsmdb.fm

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