



# FEDERATED STATES OF MICRONESIA DEVELOPMENT BANK

P.O. Box M  
Kolonía, Pohnpei FM 96941

**Opening Date: February 27, 2019**

**Closing Date: March 29, 2019**

## **POSITION ANNOUNCEMENT NO. 2019-001**

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>SENIOR LOAN OFFICER</b>
<b>LOCATION:</b>	<b>FSM Development Bank, Headquarters, Kolonia, Pohnpei</b>
<b>SALARY:</b>	<b>\$26,852.80 minimum per annum, Higher Salary may be Considered Depending on Qualification</b>

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

1. Solicit, originate, negotiate, underwrite, process and coordinate the closing of consumer, real estate, line of credit facility and commercial loans;
2. Based on extensive review and analysis of information gathered from the potential borrower, and other sources, the Senior Loan Officer is responsible to work with the Senior Vice President to structure loans to meet customers' needs and comply with internal guidelines and ensure agreed conditions and terms are reflected in the loan documents and consistent with the underwriting of the loans;
3. Perform thorough due diligence review and evaluation of loan request including but not limited to site inspections, financial pro forma analysis, evaluating feasibility and likelihood of repayment sources, appraisal reviews, entitlements/land use assessments, environmental report reviews, and analyzing borrower financial statements;
4. Negotiate with borrowers on all aspects of loans, prepares loan narrative/credit memo, and secures the appropriate level of approval from the Board, President/CEO and/or the appropriate Credit Committee;
5. Review LOC draw requests and all loan disbursements as necessary and ensure maturities are monitored;
6. Monitor all collection activities, identify problems affecting projects and improve loan servicing and collection activities;

**The FSM Development Bank is an equal opportunity employer, provider and lender. For Discrimination Complaints,  
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7. Collaborate with lending officers in extending or modifying loans as needed;
8. Regularly meeting with current and prospective customers to discuss their development pipelines, project progress and credit needs;
9. Make recommendations to senior management to streamline lending practices and procedures;
10. Assist Branch Managers, Credit administrator, Loan Analyst and Loan officers in determining the credit risks of the loan portfolio;
11. Provide input and support the achievement of overall lending work plan and goals;
12. Review loan packages prepared by other Loan officers, Loan analysts, and Branch managers;
13. Provide training with the view toward transferring technical know-how and lending skills to other loan staff;

**SUPERVISORY RESPONSIBILITIES:**

Supervises the Loan Analyst, Credit Administrator and Loan officers and indirectly supervises the performance of all members of the lending team. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS REQUIREMENTS:**

Bachelor's degree in Finance, Banking, Business Administration, Management, Economics, Marketing or other related field of study; and minimum of 5-year experience in banking and commercial lending, including credit analysis, loan structuring, due diligence, loan closing, and/or training; or equivalent combination of education and experience. Post graduate degree preferred. Computer aptitude including knowledge of Microsoft Suite programs, other database software.

**FILING INSTRUCTIONS:**

All applications, curriculum vitae, and at least three 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: [loverh@fsmdb.fm](mailto:loverh@fsmdb.fm), on or before March 29, 2019.

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