



**FSM DEVELOPMENT BANK
CORPORATE OFFICE**

P.O. BOX M

KOLONIA, POHNPEI FM 96941

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Email: info@fsmdb.fm

Website: www.fsmdb.fm

Opening Date: March 4, 2026

Closing Date: April 4, 2026

POSITION ANNOUNCEMENT NO. 2026-002

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

**LOCATION: FSM Development Bank, Chuuk Branch Office
Weno, Chuuk FSM**

SALARY: \$25,000 per annum

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.
5. Prepares loan packages in standard formats for review by the Credit Committee.
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. Provides 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 Vice President/CCO and implements instructions accordingly.

9. 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.

Must possess valid Driver's License.

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 email to: info@fsmdb.fm, on or before April 4, 2026.