

POSITION DESCRIPTION

National Development Bank Limited

AM8045 - Executive Manager, Lending & Branch Operations

NATIONAL DEVELOPMENT BANK LIMITED

The **National Development Bank Limited (NDB)**, wholly owned by the State of PNG, operates 19 branches around the country and lends to individual Papua New Guineans and indigenous businesses within the agriculture and Micro, Small & Medium Enterprise (MSME) sectors.

Applications are invited from qualified and experienced professionals for this Executive Management position based in Port Moresby.

EXECUTIVE MANAGER - LENDING & BRANCH OPERATIONS

The Executive Manager - Lending and Branch Operations is responsible for the management of and leadership of the commercial lending and branch-based lending teams including prudent and profitable growth from the delivery of products and services, and in alignment with the strategic direction of NDB's agricultural, commercial and MSME lending activities.

Key Responsibilities:

- Identify opportunities for Development funding loans and new retail and business lending products
- Support all aspects of the design and development of new lending products
- Sales and pipeline management across branches and commercial
- Developing and controlling budgets and targets (ensuring both are met)
- Measuring and reporting on sales performance and developing plans to improve productivity and performance
- Expand existing credit schemes and create new partnership opportunities (NDB)
- Manage the quality of NDB's loan book through close collaboration with the Asset Recoveries and Collections teams
- Initiate market research relating to the target market and the product needs of the relevant target market
- Formulate product strategies based on market research findings
- Ensure proper stakeholder management at Internal and external levels from a strategic and operational perspective
- Manage relationships with sales enablement as is crucial to ensure proper delivery of the products developed, especially going forward with the launch of any New Products
- Monitoring the performance of Lending Managers to ensure that they are meeting company standards regarding loan volume and quality
- Coordinating with underwriters and other departments within the organization to ensure that all loan transactions are handled smoothly
- Recommending changes to policies to improve the efficiency of the lending process
- Managing relationships with current clients and potential clients in order to develop new business opportunities
- Provide strategic direction in ensuring that the loan book is healthy and positioned for growth and profitability
- Prepare timely and analytical lending reports and reviews of the portfolio for the executive management, Committees and the Board of Directors
- Achieve sound, profitable new business growth across the Branch network and the MSME industry (in line with NDB's annual operating plan)

Expected Competencies:

- Bachelor's Degree in Finance, Business Management or related field. Master's Degree in Business or Finance is desirable
- Specialized training in Commercial banking and in particular MSME lending
- Minimum of 10 years' senior management experience in commercial bank or financial institution

- A strategic thinker and planner with excellent Public Relations skills
- Demonstrable project management skills and ability to exercise new initiatives
- Excellent organizational and leadership skills, as well as a strong client service focus, business acumen and the ability to work efficiently, prioritize workflow, deal with ambiguity, meet demanding deadlines and manage multi-dimensional projects in a fast paced environment
- Strong record of being a great team player and collaborator with internal and external stakeholders with the ability to promote cooperation and facilitate problem resolution in a timely, creative and professional manner
- Understanding of the external customer environments including experience and knowledge of the high technology industry (such as financial software and applications).

APPLY NOW

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Follow the instructions to complete the online application form and attach the following: An updated CV, including details of three (3) referees with current contact details.

For more information or to request a full Position Description email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Those who previously applied for the Head of Lending and Chief Operating Officer positions may re-apply.

Applications close COB Friday, 10th November 2023

Only shortlisted candidates will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview