



Consolidated Bank of Kenya Ltd is Kenya's SME bank of choice that provides flexible financial solutions that support our customers in achieving success. The Bank is well positioned, with presence in majority of the country's business hubs to continually offer pleasant and convenient services. We seek to recruit a high caliber, results oriented and self-driven individual to fill the position of **Portfolio Monitoring Officer**.

## **PORTFOLIO MONITORING OFFICER**

### **Job Type**

Three (3) year Contract.

### **Job Purpose**

Reporting to the Credit Administration Manager, the Portfolio Monitoring Officer will be responsible for providing portfolio management support to the Bank in compliance with the Bank's Credit policy and the regulator's prudential guidelines.

### **Key Responsibilities**

- Loan Portfolio Monitoring and Management.
- Deliver high quality portfolio management reports to aid senior management in understanding risk trends and aiding in strategic decision making by business.
- Statutory Reporting.
- Proactively identify early warning signs of declining creditworthiness and work with Relationship Managers to ensure early intervention in order to minimize losses.
- Monitoring of Exceptions in the loan portfolio to keep it within the Bank's risk appetite.
- Provide guidance to the Bank on policy requirements relating to portfolio management on existing and new credit products based on lessons learnt from daily monitoring and recommending changes or improvement in the credit policies.
- Ensure strict adherence to all regulations, statutes, standards, practices and all internal processes and procedures as per the relevant manuals and comply with all relevant external legislation and regulations with regard to Compliance requirements.

### **Qualifications and Competencies**

- Holder of bachelor's degree in a business related field. Professional banking qualifications will be an added advantage.

- Should have a minimum of 3 years' experience in managing a credit portfolio of a commercial bank
- Should have thorough understanding of CBK regulatory framework and IFRS 9 financial standards.
- Should be proficient in ICT with excellent working knowledge of Ms. Excel and data analytical skills.
- Should have strong technical understanding of the banking regulatory environment.
- Should demonstrate proactivity, precision and attention to detail.
- Should have excellent verbal and written communication skills with the ability to communicate at all levels internally and externally.

### **Method of Application**

Qualified and interested candidates who meet the above requirements should send their application in HARD COPIES quoting the title of the position applied for on the cover letter and envelope, together with a detailed Curriculum vitae, copies of certificates and the contact information of three referees to:

**The Head of Human Resources  
Consolidated Bank of Kenya Limited  
P.O. Box 51133 - 00200  
NAIROBI**

All applications should be sent through the above address ONLY, and received no later than **5.00 p.m. on Wednesday, 19<sup>th</sup> April 2023**. Only selected candidates will be contacted.

*Consolidated Bank of Kenya Limited is an equal opportunity employer.*