JOB DESCRIPTION

I. Position Information

Job Title: Investment & Loans Officer	**Current Grade:** L5-L8
Duty Station: Apia, Samoa	**Position No.** SLAC-17
Reports to: Principal Investment & Loans Officer	

II. Context

The Samoa Life Assurance Corporation (SLAC), established since 1977 (under the Samoa Life Assurance Corporation Act 1976) as a State-Owned Enterprise (SOE), provides life insurance business in Samoa. The Corporation sells life insurance policies within the aim of encouraging long-term savings, and in case of death, provide for the financial protection of its policy members. It further promotes the economic livelihoods development of its members, and thereby contributes to the local economy, through loans on policies, and investment of surplus funds.

The SLAC is designated as a Mutual Public Body under the Public Bodies (Performance and Accountability) Act 2011, and as such, it is required to follow the requirements of the Public Finance Management Act 2001. It is further governed by the Insurance Act 2007, Financial Institutions Act 1996, and Labour and Employment Relations Act 2013. The Corporation is a member of the Finance Sector, and as an SOE, its governance is also directed by the Government's overall policy directives.

The Corporation is governed by a five-member Board of Directors that meet monthly. It is managed by a General Manager and a current workforce of permanent staff and contracted sales agents.

The Investment & Loans Officer contributes to the achievement of divisional and corporate objectives and targets, through assisting with ensuring effective and efficient management of investment and loan portfolio, requirements and services of the Corporation.

III. Duties and responsibilities

1. Forge trust relationships and enhance customer dedication (Performances indicator)
2. Assist in serving the front counter with walk in customers
3. Ensuring that client information is properly checked, attested and advised when queried.
4. Process and verify loan requests with proper documentation for approval before the disbursement of funds (i.e., ID, consent, signatures etc...)
5. Identify customer needs, explore all options and suggest suitable repayment options.
6. Prepare deduction authority for new or amendment of existing loan repayments from Treasury, Banks or Private Groups.
7. Prepare disbursement vouchers with proper GL codes for all disbursements (i.e., loans, payments, claims etc…)
8. Prepare ANZ transactive data upload & BSP QuickPay disbursement list for authorised personnel's approvals before relaying to respective banks for disbursement of funds.
9. Prepare registration of daily disbursed loans through each commercial banks.
10. Compile and reconcile daily disbursement report by bank with accounts payable records.
11. Filing of deduction authorities, loans disbursement reports and bank lists of disbursement.
12. Carry out on-site inspections and inspection reports for mortgage clients.
13. Follow up on policy loan repayments and ensure clients understand how inconsistent or sporadic repayments may affect their policies.

14. Assist with consulting and compiling mortgage clients request documents.
15. Assist with contacting L.O.P clients & Mortgage clients regarding assessment needs.
16. Work within established regulations and always adhere to law requirements
17. Any other duties as directed by reporting supervisors and AGM- Investment & Finance

IV. Key Performance Indicators

- Timely and quality implementation of divisional activities against set work plans, timelines, and budgets, in line with the Corporation's corporate plan, policies and procedures
- Effective recourse management and resource mobilisation
- Quality and timely reporting
- Strong relations with internal staff, partners and stakeholders
- Regular and timely monitoring of activities
- Enhanced best practices and lessons learned documented and circulated
- Evidence of improvement in the Corporation's performance

V. Competencies

Core Values:

- Integrity
- Professionalism
- Respect for Diversity

Core Competencies:

- Accountability
- Creative and Problem Solving
- Customer focused
- Promote value for money
- Promote efficient and effective services
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement and Relationship Building
- Business Development

Functional Competencies:

- Good policy and program/project formulation, implementation, monitoring and evaluation skills
- Good budget and finance skills
- Good knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Capacity to manage priorities
- Strong organisation skills
- Good analytical skills
- Attention to critical strategic issues and important operational details

VI. Recruitment Qualifications

1. Minimum Qualification of a Diploma in Accounting, Banking & Finance, Commerce, Business OR in a related field with 2 years of working experience.
2. Committed, can work under pressure and strong ability to achieve targets.
3. Competency in MS Office, databases, life office system and loans system
4. Excellent communication and report writing skills (English & Samoan)
5. Excellent knowledge & understanding of Samoa Life products & services.
6. Must possess Excellent customer service skills.
7. Must be a team player and contribute to the investment team overall objectives.
8. Proven working experience as a loan officer.