



# VACANCIES

Agribank specializes in financing the entire value chain from land acquisition, production inputs, harvesting, transporting, processing and marketing of the products at competitive interest rates.

Interested candidates with relevant qualifications and experience are hereby invited to apply for the following positions.

## DEPARTMENT: SALES

**Position** : Branch Control Officer  
**Duty Station** : Gobabis

### Purpose of the Position

Reporting to the Regional Branch Manager, the incumbent will be responsible for controlling and supervising all financial, operational, and business processes of the Branch to ensure operational efficiency and excellent customer service.

### Key Performance Areas

- Recovery strategy implementation
- Evaluation policy implementation
- Loans administration process
- Customer Relations Management
- Loan database maintenance
- Staff supervision

### Minimum Requirements

The suitable candidate will have at least a B degree in Agriculture, Commerce, or any equivalent relevant qualification with at least 5 years work experience of which 2 years should have been in a branch Administrative role in a financial sector.

**Position** : Sales Consultant  
**Duty Station** : Gobabis

### Purpose of the Position

Reporting to the Regional Branch Manager, the incumbent will be responsible for promoting and selling Agribank loan products and related customer service to clients and potential clients of the Bank.

### Key Performance Areas

- Operational sales plan implementation
- Sales (growth of loan book);
- Customer services
- Product promotions
- Loan Application, administration services (initial stage)
- Customer Relations Management
- Sales & Services Internal liaison
- General Branch assistance/support services
- Loans database maintenance

### Minimum Requirements

The suitable candidate will have at least a Banking Diploma or a Diploma in Agriculture Economics or similar, a Sales and Marketing qualification would be an advantage, with at least 3 years work experience of which 2 years should have been in a Sales or Service role or a branch Administrative role within Banking.

**Position** : Inspection Officer  
**Duty Station** : Gobabis and Oshakati

### Purpose of Position:

Reporting to Branch Control Officer, the incumbent is responsible for conducting inspections on farms of loan applicants or clients in order to verify physical and grazing conditions of farmland and livestock.

### Key Performance Areas:

- Inspection of farms
- Inspection of livestock
- Verification of farms' carrying capacity
- Assessment of grazing land
- Monitoring compliance to loan conditions

### Minimum Requirements:

The suitable candidate must have a 3 year Diploma in Agriculture or any other equivalent relevant qualification with at least 3 years relevant work experience and Code BE driver license. Computer literacy and working knowledge of SAP will be an advantage.

## DEPARTMENT: GOVERNANCE

**Position** : Legal Administrator  
**Duty Station** : Windhoek

### Purpose of Position:

Reporting to Legal Officer, the incumbent is responsible for executing tasks related to legal process of collecting debt from delinquent clients and deceased estates. The incumbent must be able use identified processes, in order to collect monies for the Agricultural Bank of Namibia and be capable of dealing independently with both internal and external stakeholders, adhering to standards, regulations and identifying information that could put the Bank's recover ability from delinquent clients at risk.

### Key Performance Areas:

- Legal recovery policy & strategy implementation
- Debt collection
- Customer services
- Recovery reports
- Attorneys & estate administrators liaisons

### Minimum Requirements:

The suitable candidate must have a 3 year Diploma in Legal, Accounting, Business Administration or any equivalent relevant qualification with at least 3 years relevant work experience in debt collection, legal administration and liaising with legal service providers or any equivalent relevant qualification.

People with disabilities and women are encouraged to apply.

Agribank will offer the successful candidate a competitive remuneration package.

Applications should be accompanied by a detailed CV, certified copies of identity document and qualifications and should be addressed (or delivered in person) to:

**The Human Resources Manager**  
**10 Post Street Mall – Windhoek**  
**Private Bag 13208**  
**Windhoek**

No e-mail applications will be accepted.

Closing date for applications: 6 April 2018

## Vision

To be the catalyst in transforming the agricultural sector where every Namibian enjoys a quality life.

## Mission

To provide affordable and sustainable innovative financial solutions towards socio-economic development in Namibia.

## Core Values

- Customer Service
- Accountability
- Professionalism
- Fairness
- Integrity
- Transparency

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