



A member of the Federation of Savings & Loan Societies Ltd

Level 1-2, Tisa Haus
Sir John Guise Drive,
P.O. Box 319
Waigani, N.C.D.
Papua New Guinea

Telephone: (675) 300 2345
(675) 300 2200

Website: www.tisa.com.pg

Job Vacancy: Branch Manager - Manus

We are seeking to recruit an experienced and qualified talent for the position of a **Branch Manager** for our **Manus Branch**, Retail Financial Services Division. Reporting to the Manager Branch Operations, the successful incumbent is primarily responsible for management of the branch operations which includes management and control of loans provisions, savings products/services, insurance, membership, and debt collection services with the key focus on driving effective growth and sales, as well as efficient services to members within budget.

Key Accountabilities:

- Direct and control all operations at the Provincial Branch including the management of the staff at the Branch.
- Implement membership recruitment program in the province.
- Responsible for the evaluation and submission of all loan applications to Head Office for Management decision.
- Approve and decline loan applications within his/her authority.
- Conduct all loan interview and member education on loan matters.
- Council members on loan applications and savings products.
- Responsible for the promotion of the Society's services and products at the Provincial Branch level
- Implement debt collection program in the province.
- Prepare and control the annual budget for the Provincial Branch Office.
- Prepare reports and other information for the management on a regular basis.

Educational Qualification and Experience:

- Bachelors Degree in Banking, Finance, Business, or related discipline.
- 3 - 5 years management experience in retail banking, savings and loans or superannuation industries.
- Knowledge of Savings & Loans Act & Regulations and relevant policies and procedures.
- Management experience including strong people management skills.
- Strong computer skills in MS applications.
- Ability to maintain professional internal and external relationships that meet company core values.
- Proactively establish and maintain effective working team relationships with all key stakeholders.
- Well-developed communication skills (verbal/written/presentation).
- Excellent relationship and networking skills with internal and external stakeholders.

If interested, please submit your Expression of Interest, Updated Resume, copies of your Educational Qualifications and References to;

The Head of People & Culture
Teachers Savings & Loans Society
PO Box 319, Waigani National Capital District
Email: TISA.Recruitment@tisa.com.pg

ONLY shortlisted applicants will be contacted

Applications close at 4:00 pm, Friday, 29 December 2023

Note: Candidates deemed successful after the 'Interview Process' will be subjected to providing the following Pre-Employment Requirement(s).

1. *Medical Examination Report from recognized medical institutions. (No older than 12 months)*
2. *Police Clearance Certificate (No older 12 than months)*
3. *COVID-19 Vaccination Card.*