

Credit Administration Manager

DCB Commercial Bank PLC is a fully-fledged retail and commercial bank in Tanzania. The bank offers banking services to Individuals, Microfinance, Small to Medium sized Businesses (MSME), as well as large corporate clients. DCB Bank has a wide branch network of over 8 branches, over 1000 DCB Wakala Agents, and over 280 Umoja switch ATMs serving over 3 million customers across the country.

We invite suitably qualified candidates to fill the position of **Credit Administration Manager**. The successful candidate will be responsible for maintaining portfolio quality, ensuring data integrity in systems, and driving efficient credit administration and recovery processes.

Key Responsibilities

- Ensuring adherence to the Bank's credit policies, procedures, and regulatory requirements in loan appraisal and processing.
- Overseeing accurate loan booking, validation, and administration within the system.
- Ensuring loans are issued to creditworthy customers within approved schemes, products, and delegated authorities.
- Monitoring loan portfolio performance, identifying irregular repayments, exceptions, and delinquent accounts.
- Ensuring timely posting, reconciliation, and accuracy of loan repayments and related accounts.
- Implementing proactive arrears management and support recovery of non-performing loans.
- Ensuring all credit facilities are properly documented and comply with approved terms prior to disbursement.
- Preparing and review periodic reports (daily, weekly, monthly) on loan performance, arrears, and portfolio quality.
- Addressing customer queries and resolve credit-related issues in collaboration with relevant stakeholders.
- Providing leadership to the Credit Administration team, ensuring efficiency, accountability, and high performance

Qualifications and Experience

- Bachelor's degree in accounting, Finance, Business Administration, or related field from recognised university.
- Minimum 5-8 years' experience in banking, with at least 3 years in credit administration / operations
- Strong knowledge of credit processes across Retail, SME, and corporate lending
- Analytical skills
- Negotiation and influencing skills
- Team player and strong leadership and management skills

If you believe you are the right candidate for this position, kindly submit your application with a detailed CV, photocopies of academic certificate, and names of three referees with their contacts, quoting reference number **DCB-CR-CAM-03/2026** on the subject of the email. To be considered, **your application MUST be submitted through recruitment@dcb.co.tz** not later than **10th April 2026**. Hard copy applications will not be accepted.