

JOB VACANCY

Lease Intern

Job Title: Lease Intern
Reporting to: Lease Officer
Location: Any region in Tanzania

I. Responsibilities

The Lease Interns will be responsible for handling leasing activities at the branch level including review and or appraisal of business proposal, visiting potential agro enterprises and liaising with potential suppliers. The intern will be reporting to the Lease Officer and will have the following tasks and responsibilities.

- (a) Source/market/originate lease accounts
- (b) Analyse, evaluate, package and review lease applications
- (c) Prepare lease proposals and submit them to Lease Officer further review before the latter presents them to the appropriate approving authorities
- (d) Implement/document approved lease accounts
- (e) Ensure completeness of all required documents
- (f) Coordinate with other units of the Company in the implementation, and supervision of accounts including the resolution of problematic lease assets.
- (g) Handle the resolution of problem lease accounts in coordination with legal servicing unit and other concerned units.
- (h) Ensuring that all legal documents have been properly perfected and stored accordingly
- (i) Conduct quarterly comprehensive lease portfolio review
- (j) Conduct spot/random checking on lease transactions to recognize and immediately correct deficiencies/lapses. This shall be done from time to time to check compliance to the pre-and post-release conditions of any approved lease facility.
- (k) Ensure that the lease assets are adequately and always insured as per Company's requirements.
- (l) Ensure that all lease facilities are adequately monitored, and immediate actions are taken on those which become past due/classified and/or shows early signals of default. It is the responsibility of the lease Intern to ensure that there is an adequate and effective process that guarantees daily lease portfolio management and supervision.
- (m) Ensure adequate lease portfolio supervision when a lessee shows signs of under-performance, distress or business crisis and involve relevant internal specialists in recovering the outstanding lease balance.
- (n) Ensure repossession and recovery processes are done as per the policy.
- (o) Conduct special reviews as the need arises or upon instruction of senior management
- (p) Any other duties assigned by the management.

II: Qualifications and Experience:

A good academic background, minimum bachelor's degree in agricultural field, preferably in agricultural economics, crop production, business administration or any similar qualification backed up extensive experience in business analysis.

How to Apply:

PASS Leasing Company is an equal opportunity employer, and the positions are open to all. Qualified candidates should submit a CV and cover letter to vacancies@passlease.co.tz. on or before **18th September 2022**. Women are strongly encouraged to apply. Only shortlisted will be contacted.