

# JOB VACANCY



Join Our Team

www.passlease.co.tz

## Lease Sales Executives

Job Title: Sales Executive (5)

Reporting to: Lease Officer

Location: Any region in Tanzania

### Responsibilities

The Lease Interns will be responsible for handling leasing activities at the branch level, including the review and/or appraisal of business proposals, 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, or originate customers.
- (b) Conduct a customer appraisal visit.
- (c) Conduct an in-depth analysis of lease applications.
- (d) Prepare lease proposals and submit them to the lease officer for further review before the latter presents them to the appropriate approving authorities.
- (e) Implement or document approved lease accounts.
- (f) Ensure the completeness of all required documents.
- (g) Ensure proper monitoring and collection of installment dues.
- (h) Handle customer complaints.
- (i) Conduct a monthly comprehensive lease portfolio review.
- (j) Ensure that the lease assets are adequate and always insured as per the company's requirements.
- (k) Ensure that all lease facilities are adequately monitored and that immediate actions are taken on those that become past due, classified, or show early signals of default.
- (l) Ensure adequate lease portfolio supervision.
- (m) Ensure repossession and recovery processes are done as per the policy.
- (n) Provide reports to supervisors as per PASS Leasing guidelines.
- (o) Conduct special reviews as the need arises or upon the instruction of senior management.
- (p) Any other duties assigned by the management.

### Qualifications and Experience:

A good academic background, a minimum bachelor's degree in business administration, the agricultural field, or any similar qualification backed up by extensive experience in business analysis.

## HOW TO APPLY

PASS Leasing Company Ltd is an equal opportunity employer, and the positions are open to all. Qualified candidates should submit a **CV and cover letter** to [https://edms.pass.or.tz/Forms/jobs\\_available](https://edms.pass.or.tz/Forms/jobs_available) on or before **6th December 2023**. Women are strongly encouraged to apply. **Only shortlisted will be contacted.**

## Monitoring and Recover Intern

**Job Title:** Monitoring and Recovery Officer

**Reporting to:** Chief Lease Officer

**Location:** Any region in Tanzania

### Responsibilities

The Monitoring and Recovery Intern will be responsible for handling monitoring activities at the cluster level, including monitoring lease quality performance and equipment management. The Lease Monitoring and Recovery Officer reports to the Monitoring and Recovery Officer and will have the following tasks and responsibilities:

The main responsibilities of the Lease Monitoring and Recovery Officers at Zonal Level will be:

1. Ensure the quality of the portfolio is maintained as per the agreed standard.
2. Ensure that lease repayments are collected on time, with high on-time collections.
3. Conduct spot or random checking on lease transactions to recognize and immediately correct deficiencies or lapses. This shall be done from time to time to check compliance with the pre- and post-release conditions of any approved lease facility.
4. Conduct special reviews as the need arises or upon the instruction of senior management.
5. Supervise the repossession of equipment for defaulters.
6. Act as a link between the company and lawyers in the handling of any legal dispute between the customer and the company.
7. Supervise the resale of repossessed equipment and push suppliers to honor buyback payment terms.
8. Monitoring the use of third parties in monitoring and recovering, like the use of police, brokers, etc.
9. Follow up on tracking devices installed in mobile equipment and monitor the equipment's movements on a daily basis to detect any device destruction or non-updating devices for immediate follow-up with the service provider.
10. Overseeing the storage of repossessed equipment on suppliers' premises or finding the go-down for storing the equipment's
11. Assist in the revision of the collection procedures and asset tracking and monitoring.
12. Assist in the development and/or finalization of the PASS Leasing Work Plan on collection, monitoring, and recovery.
13. Assist in Developing the overall framework for project lease asset monitoring and lease portfolio monitoring, for example, six-month equipment assessment reports, impact assessment, equipment performance and maintenance, and monthly weekly lease portfolio quality with relevant data collection systems.
14. Review the quality of existing data, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
15. Maintain and provide reports on tracking devices, insurance payments, and equipment.
16. Maintain and administer the Lease Assets database; analyze and aggregate findings.

### Qualifications and Experience:

A good academic background, a minimum bachelor's degree in business administration, the agricultural field, or any similar qualification backed up by extensive experience in business analysis.

### HOW TO APPLY

PASS Leasing Company Ltd is an equal opportunity employer, and the positions are open to all. Qualified candidates should submit a **CV and cover letter** to [https://edms.pass.or.tz/Forms/jobs\\_available](https://edms.pass.or.tz/Forms/jobs_available) on or before **6th December 2023**. Women are strongly encouraged to apply. **Only shortlisted will be contacted.**

## Senior Lease Officer-Micro Lease

Job Title: Senior Lease Officer-Micro Lease

Reporting to: Chief Lease Officer

Location: Any region in Tanzania

### Responsibilities

The Senior Leasing Officers- Micro Lease will be overseeing the lease business.

1. Promoting and informing PASS Leasing Products and Services at meetings with potential clients, at visits to clients, through handouts, posters, advertising, etc.
2. Supervise customer recruitment and retention through good customer care.
3. Review investment appraisals submitted by Micro-lease officers to the credit committee.
4. Monitoring Micro-Lease officer performance.
5. Monitoring portfolio quality and lease payment collections.
6. Attend to customers who want the PASS lease product by enlightening them about the terms and conditions of the lease.
7. Perform predelivery activities for equipment, such as insurance, tracking devices, and documentation.
8. Coordinate, witness, and supervise the delivery of equipment from the supplier.
9. Ensure appropriate documentation is attached to the lease file in soft copy and in printed copy as per the credit manual.
10. Suggest and participate in marketing activities in the branch, such as trade exhibitions, etc.
11. Update payment summary Whenever a customer makes payments and shares them with the finance team, ensure customer payments are identified for posting to the respective customer's account.
12. Remind lessees of their installments due in two weeks.
13. Follow up on tracking devices installed in mobile equipment and monitor the equipment's movements on a daily basis to detect any device destruction or non-updating devices for immediate follow-up with the service provider.
14. Lease monitoring and implementation of any initiatives from the head office.
15. Equipment monitoring, once every three months.
16. Representing the company in stakeholder meetings at the branch.

### Qualifications and Experience:

A good academic background, a minimum bachelor's degree in business administration, the agricultural field, or any similar qualification backed up by 3 years experience in business analysis.

### HOW TO APPLY

PASS Leasing Company Ltd is an equal opportunity employer, and the positions are open to all. Qualified candidates should submit a **CV and cover letter** to [https://edms.pass.or.tz/Forms/jobs\\_available](https://edms.pass.or.tz/Forms/jobs_available). on or before **6th December 2023**. Women are strongly encouraged to apply. **Only shortlisted will be contacted.**