

**To: Development Bank of Ethiopia  
Managerial Placement Team  
Addis Ababa:**

**Date: Sept 28/2021**

**Subject: - Letter of job application on Manager, Industry Project Appraisal Team**

This letter is in response to a job placement announcement by the bank through online system. I am writing a letter for the position **Manager, Industry project appraisal Team at Dessie District**, under V/P SME cluster.

**Vision of the applicant**

“ Through attracts commitment and energizes team members, inspiring to achieve excellence in assessing and producing quality, timely and cost effective appraisal reports related to Industry projects for the provision of credit services to clients which helps to achieve the bank’s newly strategic reform plan”

To discharge the responsibility, identifying the existing gaps, planning, suggesting solutions and taking corrective action is very important. Moreover, some of the tasks to be performed under the above stated position are:-

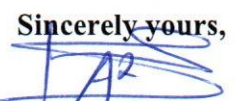
- ✓ Plan, organize, coordinate the tasks of Industry projects appraisal team
- ✓ Make assessment of the environment to balance customer’s expectations with the newly bank’s strategic reform
- ✓ Receive, assign and checks all industry loan application documents from the respective branch
- ✓ Communicating for any inappropriate document to fulfill missed information through reviewing all industry loan documents with the respective branch
- ✓ Produce appraisal report and send to the respective branch, receive comments and make discussion with the branch on the appraisal report, After reaching final decision send the final appraisal report to the respective branch, follow-up and support the proper implementation of industry projects
- ✓ Identify and analyze the performance gap of the team as well as team members and decide on the type of training and other support required for the necessary skill development

In order to assure the bank’s newly established strategic reform as Industry project appraisal team the following strategies are planned to be performed very well, these are:-

- Produce quality, timely and cost effective industry projects appraisal reports in line with the bank’s policy and procedure
- Enhance and support loan collection and NPL’s reduction related to industry projects and others too as long as assuring sustainability of projects and make societal advantage at large on the target area
- Make and assist in creating conducive working environment for the team as well as other collaborative teams so as to make the working environment better
- Perform the given tasks exhaustively through passion and concentration as much as possible for ensuring newly bank’s reform strategy at team level

I believe that I great fit for this position because the sum of my educational qualification, experience, skill and perspective are extremely well aligned with the post of the position. I have **eight years of general work** experience, out of which **five years and seven months** works at **Project as well as Lease Appraisal**, **one year** work experience as **Credit risk management officer** at head office and I have one year and seven months (**1 year and 7 months**) work experience as **A/Appraisal team manager at Dessie District** which intensify me more skill development and make immediate decision making. Related to my educational background **I have 1<sup>st</sup> degree in Agricultural Economics and 2<sup>nd</sup> degree in Development Economics** which makes me having better skill and knowledge. I have taken **Leadership training** at managerial level and other required training related to project appraisal which helps me gain more skill, better analyzing of project appraisal and further decision making.

Finally, based on the stated issues regarding the post and gain the position I will exhaustively perform the tasks and duties responsible for the team, as the team and individually for assuring the Bank’s new reform strategic pillars and objectives at team level.

Sincerely yours,  
  
Admasu Asmare