

To Development Bank of Ethiopia

Addis Ababa

Subject: **Applying job vacancy**

Cluster name: **V/P SME-financing**

Position name: **Manager, Follow-up team at North Addis Branch**

Job grade: **13**

As per the new Organizational structure of the Bank, I am kindly applying for the position of Manager, follow-up team at **North Addis Branch**, which is related to my educational background and work experience.

As one of the professional employees of the Bank, I have a vision to work towards ensuring the Bank one of the world-class financial Organization that supports to achieve Ethiopia's economic transformation vision by 2030. I provide exceptional contributions to the needs and wants of the Bank specifically I continuously work towards improving loan collection achievement and reducing the NPLs of the Bank through hard work and excellence.

As a follow-up team manager, the main duties and responsibilities that I will contribute to this position will include:

- ✓ Provide professional support to the follow-up team in conducting follow-up report and discussing on the findings.
- ✓ Coordinate and Review project follow-up works for equity utilization, loan disbursement, completion, operational and loan collection in accordance with the follow-up guidelines.
- ✓ Coordinate and facilitate in the preparation of project assessment report for additional and short-term working capital loans.
- ✓ Act as a follow-up team manager for regular projects and lease financing follow-up and discussing with the team for further recommendation.
- ✓ Ensure that all projects have insurance coverage and the respective insurance policies are timely renewed.
- ✓ Organize and facilitate team peer-teaching and developing team-spirit. And coordinating other duties as assigned by the branch manager.

To support the Bank's reform, I will Coordinate and support the team in preparation of periodic credit activity reports, projects in pipe line, BSC reports and plan and Budget of the Bank.

In addition to my BSc degree in Agricultural Resource Economics and Management, now I am conducting my final thesis to obtain MSc degree in Agricultural Economics from Ambo University which is more relevant to the position. I hope my educational qualification, professional work experience, project management skills, familiar with MS excel, SPSS and STATA software will make me very competitive candidate for this position.

With Regards

Gemechu Megersa Heda

North Addis Branch