



Mojaz Support Program

JOB OPPORTUNITY

Position	Area Manager
Reports to	Astt, Manger-Microfinance
Supervising responsibility	Branch Managers and Credit officers
Position Status/type	Permanent/full time
Location	Narowal Districts, Punjab, Pakistan
Degree Title	16 years of education in relevant field Social Sciences, MBA, M.Com and BBA Hons
Career level	Mid-level
Minimum experience	7-10 years of Microfinance Industry including 2-3 years' experience in the similar job role
Expected Salary	PKR 120,000-130,000/per month (All inclusive)
Apply Before	October 05, 2022 (5:00pm)

Organization background:

Mojaz Support Program (MSP) is a specialized Microfinance Institution (MFI) registered as Non-Banking Microfinance Company regulated by Securities and Exchange Commission of Pakistan (SECP). MSP has its Head Office located in district Narowal with a network of its branches in central and southern Punjab. MSP envisions sustainable economic development by creating opportunities for people to escape out of poverty and improve their lives. We are seeking applications from committed and energetic individuals for the following position. Only serious and willing individuals are encouraged to apply.

Job Summary:

This position will be responsible to oversee the microfinance operations of the assigned area. Each area is comprised of 5-6 branches in different locations of each district. Area Manager act as liaison between branches and head office for smooth working of the area.

Skills/attributes required:

- Knowledge of performance evaluation metrics and principles
- Sound understanding of optimization of branch and area operations and standards for success
- Hands on experience of using computer and MS Office
- Excellent communication (verbal and written) and interpersonal abilities
- Excellent organizational and leadership abilities
- Strong business acumen
- Excellent problem-solving abilities

Job Responsibilities:

- Support Assistant Manager in planning, formulation & implementation of business development strategies for the Area Branches.
- Develop a strong business strategy to focus on all relevant customer segments and MSP's products & services in the Area branches.
- Help the Branch Managers within the Area in developing annual projections and budgeting for all branch business segments.
- Develop business initiatives and strategies and present it to the Assistant Manager and all Branch Managers of the Area for improving business performance and achieving microfinance and SME targets
- Ensure achievement of business targets assigned to the branches of the Area by identifying and capturing business opportunities in area and facilitating Manager/Assistant Microfinance to prepare business strategy to capture the maximum market
- Perform different analysis (sustainability report, portfolio analysis, administrative and operational expenses report etc.) to understand the status of target, performance of the branches and design remedial action plans
- Increase SME sector loans by adopting marketing tools under supervision of the Manager Microfinance.
- Responsible to facilitate preparatory surveys and studies whenever it takes place.
- Ensure due diligence / AML/ CFT and other regulatory parameters.
- Conduct period meetings with all branch staff for review of progress on business targets, service quality and operational efficiency of the Area Branches.
- Inculcate high ethical values in all staff and ensure their training & development.
- Ensure compliance with internal control and reporting as per MSP's policies and SECP regulations as well.

Application Process:

Applicants are required to submit their detailed CV along with a cover letter, academic and professional certificates and experience letters addressed to the HR at jobs@mojaz.org clearly mentioning the position applied for, latest by 05 October 2022 before 05:00 pm. For further details on the positions, please visit our website www.mojaz.org or call at 0542 412313 ext 107 or mobile No 0300 8692150

Mojaz Support Program is an equal opportunity employer and encourages Women, Minorities, People with special needs and transgender persons to apply