

## JOB DESCRIPTION

Date:

Job Summary			
<b>Job Title</b>	Credit Supervisor	<b>Function</b>	Human resources
<b>Reports to</b>	CEO	<b>Location</b>	Kampala
<b>Job Purpose</b>	Oversee and manage BrightLife paygo portfolio.		
<b>Employees managed</b>	18		
Outcomes & Key Responsibilities			
1.	<b>Outcome</b>	Improved collections volume.	
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Discussing and implementing collection strategies.</li> <li>• Tracking regional collections and suggesting improvement areas.</li> <li>• Tracking individual product contribution to collections and suggesting improvement areas.</li> <li>• Suggesting and implementing different collection campaigns to boost volumes.</li> </ul>	
2.	<b>Outcome</b>	Improved loan repayment rates.	
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Tracking individual product performance and identifying declining points for follow-up.</li> <li>• Tracking repayments for new loans to detect early initial defaulters for early management.</li> <li>• Tracking regional repayment rates and advice business leaders on improvement area.</li> </ul>	
3.	<b>Outcome</b>	Clean client record management.	
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensuring right KYC data is recorded in the system.</li> <li>• Following up with loan data changes and to make sure they are aligned.</li> </ul>	
4.	<b>Outcome</b>	Timely Budgeting.	
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Reviewing and submitting monthly budgets in time.</li> </ul>	
Cross-functional interfaces			

Compare the outcomes of this role with the business plan (& JDs of the people who'll interface with the role) Ensure consistency and alignment.		
1.	Finance	
2.	Human Capital	
3.	SFO	
Qualifications		
	Required	preferred
<b>Education</b>		-
<b>Certifications</b>		
<b>Experience</b>	•	•
	<b>Technical</b>	<b>Behavioral</b>
<b>Attributes and Competencies</b> (How you expect the hire to operate in the fulfillment of the job)	<i>Practical abilities and knowledge needed to perform specific tasks</i>	<i>Reflective abilities the individual fit for the role must have that aligns to characteristics of the situations he or she may come up against while executing their job. Include specific traits necessary for success</i>
Approvals		
<b>Hiring Manager</b>	Signature	
	Name	Laurynas Vaiciulis
	Job title	CEO
	Date	
<b>Human Capital</b>	Signature	
	Name	Babra Ndinawe Precious Muhumuza
	Job title	Head of people
	Date	12 <sup>th</sup> -01-2023
<b>Employee</b>	<b>Signature</b>	
	<b>Name</b>	Just Atwongyire
	<b>Job title</b>	Credit supervisor
	<b>Date</b>	12 <sup>th</sup> -01-2023