

TERMS OF REFERENCE

Job Holder name:	Designation: Chief Credit Officer
Job grade: E2	Reports to : Director (Corporate Services)

Job purpose {define the key aspects of the role briefly – why does the job exist?}

The job holder is a key senior functionary responsible for all Credit related policy, procedure and quality of Loan portfolio. The lending is governed by ACTs and must conform and ensure that policies and guidelines are in line with those ACT

Key responsibilities {define the key duties and responsibilities of the job}

1. Define & Review credit policy of the Bank;
2. Design New Credit Products;
3. Define & Review collateral policy of the Bank & sectoral allocation of credit;
4. Monthly review and reporting of Credit Portfolio;
5. Monthly monitoring and reporting of quality of assets & NPA;
6. Check Control Reports from all operating units on Loans& Advances sanctioned;
7. Prepare annual credit budget of the Bank;
8. In consultation with Corporate Banking Dept & Banking Operations Dept, allocate annual advances budgets to Branches;
9. Conduct trends analysis of loans& advances;
10. Design Predictive Models for forecasting NPA and Provisioning;
11. Responsible for month/annual provisioning exercise;
12. Responsible for all advances related analytics;
13. Credit Risk Management of the Bank- design and implement Credit Risk mitigation measures;
14. In charge of Credit Review of the Bank under RMA Directives;
15. Ensuring RMA's Prudential Regulations are followed in the Bank;
16. In consultation with Corporate Banking Dept, & Banking Operations Dept, market Bank's Loan products;
17. Review competitors' interests rates and calibrate the pricing of products in line with polices so as to ensure competitive business edge over other FIs;
18. Ensure regulatory compliance with RMA PR/FSA with regards to Credit Risk Management. Submits accurate and timely reports as required by the Bank's senior management and regulatory agencies;
19. Support to Management in creation of policy and planning not necessarily related to credit;
20. Designing suitable training programmes for credit skills up-gradation; and
21. Any other tasks assigned by the management and the reporting authority.

Areas of contribution {define the key areas of performance measurement}

- 1. He/She is the key custodian of Bank's loans portfolio; and
- ✓ He/she is the functionary for quality of assets, lowering NPA and increasing profits.

Authorities & decision making {define the key authorities implicit to the job but not financial responsibilities}

- ✓ He/She will have all decision making authority but all actions must be confirmed by the management/reporting authority; and
- ✓ He/She will have no loan sanctioning power (under Delegation of Power).

Experience & knowledge required

Qualification: Minimum Bachelors' Degree
Experience: Minimum 12 years' experience in all aspects of Commercial Banking, including Credit, preferably in Bank of Bhutan

Complexity & judgment

- ✓ The job requires dealing with all functions within the Bank, including Credit Appraisal Divisions, Operations, Finance, Corporate Banking, Board Committees, RMA, RAA, Statutory Auditors, Risk Management Dept and Compliance. The Job entails thorough knowledge of all aspects of credit, credit environment of the country, guiding the Bank in proper allocation of credit in different segments.
- ✓ Time taken to response or actions taken in formulating polices as and when they are major changes in economic situations or changes in regulatory polices

Approvals {signatures in this section denote agreement to the job description}

Designation	Signature	Date
Job Holder		
Immediate supervisor		
Human Resources		