

# Vacancy for New Branch Opening (Badulla, Nuwara Eliya & Chavakachcheri Districts)



## BERENDINA MICRO INVESTMENTS COMPANY LIMITED (BMIC)

### The Organization:

Berendina Micro Investments Company Limited is a licensed microfinance company (LMFC) approved by the Monetary Board of the Central Bank of Sri Lanka under Microfinance Act, No 06 of 2016. It is a leading development organization dedicated to poverty alleviation in Sri Lanka through innovative best practices in microfinance, small business development & employment strategies. BMIC manages a loan portfolio of around LKR 3 billion representing a client base of approximately 70,000 clients through its 30 branches.

In addition to credit, the Company provides saving opportunities for its clients and Enterprise Development Services (EDS) to improve requisite skills & knowledge of clients for existing business ventures and new enterprise initiatives ensuring long-term sustainability of those enterprises.

**BMIC has been awarded as the Best Micro Finance Company Sri Lanka - 2021 and the Best Agricultural Lending Company Sri Lanka - 2021 by the Global Banking and Finance Review.**

Berendina group also has another, not for profit organization namely Berendina Development Services (Gte) Ltd which implement various other forms of poverty alleviation programs in the country with a budget over Rs 200 million a year.

## Branch in Charge (Badulla, Nuwara Eliya and Chavakachcheri District)

### Job Role:

Assistant Branch Manager (Branch In-charge) is the overall in-charge of entire branch operation in achieving branch targets, supervision & monitoring, submission of management information timely and coordinating administrative functions.

The ideal candidate should be able to work under well-structured and disciplined management environment with minimum supervision.

### Qualifications and Experience:

- ❖ Candidate should be a graduate in Management/Agriculture/Science or any other related field or a Diploma holder in Microfinance.
- ❖ Should have a minimum two years' experience in Microfinance or Finance sector as Assistant Branch Manager.
- ❖ Knowledge in basic accounting to manage branch operations.
- ❖ Should have a valid riding license.
- ❖ Knowledge in Microsoft applications. (MS Word, Excel & Power Point)
- ❖ Age below 35 years.

## Field Officers (Badulla and Chavakachcheri Districts)

### Job Profile:

Field Officer is the key position in field level lending & recovery operations and responsible for identifying and organizing potential borrowers, achieving disbursement & recovery targets while maintaining an excellent recovery performance ensuring highest loan portfolio quality within a well-structured operational system. Micro Investment Officer is expected to maintain highest ethical standards and disciplined working culture with maintaining good interpersonal relationships.

### Qualifications and Experience:

- ❖ Ideal candidate should pass A/L in Commerce/Science/Math streams. Should possess a good numerical, communication & inter personnel skills.
- ❖ Having experience in micro finance operations or any other related operations would be an added advantage
- ❖ Male & Female candidates who have not experiences in micro finance also are encouraged to apply.
- ❖ Should have a valid Motor Cycle riding license.
- ❖ Ability to work in Tamil languages is added advantage.
- ❖ Age below 35 years.

## Admin and Accounts Assistants (Badulla and Chavakachcheri Districts)

### Job Role:

Admin and Accounts Assistants Officer is responsible for support Accounts and Administration Officers to handling all back office loan operation, accounting and administration works.

### Qualifications and Experience:

- ❖ The candidate should have passed A/L in commerce stream with good result or partly qualified in AAT or equivalent qualifications.
- ❖ Good knowledge in Microsoft Office (especially MS Excel).
- ❖ Ability to work with Accounting Software will be an added advantage.
- ❖ Having previous experience in Accounting and Finance related work would be an added advantage.
- ❖ Age below 25 years.

**Salary:** Remuneration package is negotiable and market based attractive remuneration package will be in line with qualifications and experience.

Berendina offers Health insurance, EPF employer contribution of 15% & ETF and special allowances. The organization also offers career development training opportunities locally and at times internationally.

### How to Apply:

Please apply with your comprehensive CV with the contact details of two non-related referees **from your previous employment** to the following E-mail address [careers@bmi.berendina.org](mailto:careers@bmi.berendina.org) indicating **post of Branch in Charge, Field Officer, Admin and Accounts Assistant – (Relevant District)** Please mention the district that you apply for in the title of the e mail or covering letter" in the subject line of the E-mail.

The closing date for applications is 07 days from the published date.

The shortlisted candidates only will be contacted.

Head of HR & Administration  
**Berendina Micro Investments Company Limited.**  
No. 44/3, 03<sup>rd</sup> Floor, Narahanpita Road, Nawala.  
Email: [careers@bmi.berendina.org](mailto:careers@bmi.berendina.org)  
Web: <http://www.berendina.org>

