

# We Are Hiring!

## Position

Assistant Manager -  
Debt Recovery

Please send your application letter and CV to:  
Email: [recruitment2026@diamondtrust.co.tz](mailto:recruitment2026@diamondtrust.co.tz)  
Deadline: 30<sup>th</sup> January, 2026



## Job Purpose

Responsible for recoveries of bad debts (NPLs, and Written-Off Facilities) in compliance with internal policy requirements, regulatory guidelines, and other acceptable/best common practices that aligned with credit operation management and legal framework requirements.

## Duties

Engaging previous account custodian from business/credit, review account status, identify gaps/challenges, determine, recommend the optimal course of action for the bank to maximize recovery in the shortest time possible.

Facilitating and participating in negotiations with Corporate, SMEs, Retail, Credit Cards, IPF, and Asset Based Financing defaulters through best recovery approaches such as settlements of their outstanding credit facilities and subsequent review/preparation of executive write-ups to the approving authorities for deliberation and necessary approvals.

Closely monitoring of debt collectors, auctioneers, and other service providers to ensure they perform their assigned duties efficiently as per agreed Service Level Agreement.

Liaising with legal department on regular basis and provide frequent analysis in respect of best recovery strategies/approaches of ongoing litigation cases arose from Corporate, SMEs, Retail, Credit Cards, IPF, and Asset Based Financing defaulters.

Attending court sessions as well as properties disposal through various multiple auctions e.g., public auction, tender bids, etc. emanating from Corporate, SMEs, Retail, Credit Cards, IPF, and Asset Based Financing defaulters.

## Requirements

Bachelor's Degree in Business Administration, Banking, Finance, Accounting, Economics, Law or its equivalent. Certification on Loan Work-Out, and, or Debt Recoveries, Credit Risk Management would be an added advantage.

## Personal Attributes

Confident and effective communicator (both verbal and written).

Plenty of drive, initiative and motivation.

Excellent communication skills.

Good negotiation skills and persuasion.