

<b>JOB TITLE</b>		<b>SKIP TRACER</b>	
<b>JOB OBJECTIVES:</b>			
<ul style="list-style-type: none"> <li>○ Define, implement and monitor best practices and standards risk management plan that must be followed, and ensure that the risk plans throughout the organization are effective and efficient in identifying, preventing, detecting and mitigating enterprise-wide risks.</li> </ul>			
<b>DEPT/DIVISION:</b>		<b>REPORTS TO:</b>	<b>SUPERVISES:</b>
Risk Management/BoRM		Divisional Head, Business Operations and Risk Management	<ul style="list-style-type: none"> <li>○ N/A</li> </ul>
<b>RELATIONSHIPS:</b>			<b>GRADE:</b>
External Stakeholders, Employers, Customers			
<b>JOB RESPONSIBILITIES:</b>			<b>KEY PERFORMANCE INDICATORS:</b>
<b>1. Enterprise Risk Management</b> <ul style="list-style-type: none"> <li>○ Traces skips for collections: searches city and telephone directories, and street listings, and inquires at post office.</li> <li>○ Interviews, telephones, or writes former neighbors, stores, friends, relatives, and former employers to elicit information pertaining to whereabouts of skips.</li> <li>○ Follows up each lead and prepares report of investigation to the Team Lead, Collections.</li> <li>○ Trace individuals for purposes of serving legal papers.</li> <li>○ Contact debtors by mail or phone to attempt collection of money owed.</li> </ul>			<ul style="list-style-type: none"> <li>i.</li> </ul>
<b>COMPETENCE REQUIREMENTS</b>			<b>APPLICATIONS &amp; TECHNOLOGY</b>
<b>FUNCTIONAL</b> <ul style="list-style-type: none"> <li>○ Relationship Management (including collaboration &amp; teamwork)</li> <li>○ Effective Communication Skills</li> <li>○ Underwriting &amp; Loan Management</li> <li>○ Defensive riding/driving techniques</li> <li>○</li> </ul>		<b>BEHAVIORAL</b> <ul style="list-style-type: none"> <li>○ In-depth Knowledge of Consumer behavior</li> <li>○ Continuous Learning &amp; Improvement</li> <li>○ Self-Assured, Confident and Assertive</li> <li>○</li> </ul>	<ul style="list-style-type: none"> <li>○ Microsoft Word, Excel and PowerPoint</li> <li>○ Mambu</li> </ul>
			<b>WORK CONDITIONS</b>
			<ul style="list-style-type: none"> <li>○ A typical work environment in financial services.</li> <li>○ Requires frequent travel to different locations across the country.</li> </ul>
<b>JOB SPECIFICATION</b>			
<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>○ OND is required</li> </ul>		
<b>Professional Qualification</b>	<ul style="list-style-type: none"> <li>○ N/A</li> </ul>		
<b>Desired Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>○ Good knowledge of Lagos environ is required.</li> <li>○ Valid Rider's permit/Drivers' licence</li> </ul>		