

# We are Hiring!

NDFD seeks applicants to fill the positions listed below. You are required to submit a proposal to justify why you should be selected for the position. This should include your qualifications, experience and any other skills set which you will bring to the organization. You may also include a minimum of two (2) and maximum of four (4) letters of references along with your proposal.

1. **Recoveries Assistant** to assist in the recovery of all debt owed to the Foundation. The scope of your job entails the monitoring of loans in the Foundation's portfolio to ensure that collections take place in accordance with the Foundation's requirements. You will be largely responsible for negotiating payments/payment arrangements, handling client's enquiries and providing assistance in recoveries of the NDFD receivables.
2. **Disbursement & Securities Officer** to join our Accounting Department team. You will be responsible for coordinating the processing and disbursement of loans, loan securities and to maintain records related thereto. The Disbursement & Securities Officer will also be required to carry out other duties such as Administrative duties in reference to the handling and processing of all legal documents for NDFD.
3. **Office Assistant** to perform various administrative and clerical tasks to support our office. You will undertake a variety of activities in the office ranging from filing and answering the phone to basic inventory management of office supplies, and executing out of office duties such as delivery of documents and packages.

Full details of job description available upon request. Interested persons should drop in their proposals addressed to:

**Executive Director  
National Development Foundation of Dominica  
#9 Marlborough Street,  
P.O. Box 313  
Roseau, Dominica**

or email to [swalsh@ndfd.dm](mailto:swalsh@ndfd.dm) with the subject Proposal

Proposals must be submitted by 4:00 pm Friday December 13<sup>th</sup> 2019.

**Kindly Note That Only Shortlisted Applications Will Be Contacted.**