



Boawolohun Community Microfinance, Inc.,

JOB VACANCIES

This is to inform the public that vacancies exist at the Boawolohun Community Microfinance, Inc., (BCMI) for a Bank Manager, an Accountant, a Loan officer, and two Tellers. The duty station is Boawolohun Town, Lukabeh District, Lofa County, Republic of Liberia.

Qualified female candidates are highly encouraged to apply.

Applicants for the positions must have the following minimum qualifications.

Bank Manager Position:

1. A bachelor's degree in management, finance, or its equivalent
2. A one-year practical experience or internship in the field is required.
3. We encourage female applicants for this position.
4. Must be willing to become a shareholder of BCMI.
5. Must be computer literate (able to work in Microsoft Excel, Word, PowerPoint, etc.)
6. Must be able to work in a team and operate in a fast-paced environment.
7. Must be a Lofa County resident, who can communicate in English and Gbandi fluently.
8. Must submit a police clearance and pass a criminal background check.

Accountant position

1. Associate degree in accounting; a bachelor's degree is a plus.
2. Must have at least one year of practical work or internship experience in a similar role.
3. Must be willing to become a shareholder of BCMI.
4. Must be computer- literate (able to work in Microsoft Excel, Word, PowerPoint, etc.).
5. Must be willing to undergo training and learn new skills.
6. Must be able to work in a team and operate in a fast-paced environment.
7. Must be a Lofa County resident, who can communicate in English and Gbandi fluently.
8. Must submit a police clearance and pass a criminal background check.

Loan officer position

1. Must hold an associate degree in accounting, business administration, management, finance, economics, or a related field of study; a bachelor's degree is a plus.
2. Must be physically fit and able to ride a motorbike regularly.
3. Must have some experience in loan service(s) and good recording-keeping.
4. Must be able to work in a team and operate in a fast-paced environment.
5. Must be a Lofa County resident, who can communicate in English and Gbandi fluently.
6. Must submit a police clearance and pass a criminal background check.
7. Must be willing to become a shareholder of BCMI.



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Teller position

1. High school Graduate, associate degree is a plus.
2. Must have at least one year of practical work or internship experience in a similar role.
3. Must be willing to become a shareholder of BCMI.
4. Must be computer literate (able to work in Microsoft Excel, Word, PowerPoint, etc.).
5. Must be able to work independently and under stress.
6. Must be willing to undergo training and enhance new skills.
7. Must be able to communicate in English and Gbandi fluently.
8. Must submit a police clearance and pass a criminal background check.
9. Must be a resident of Lukabeh District and pass the criminal background check.

Please include three (3) letters of recommendation with your application. Acceptable sources are a reputable community leader (Town or clan chief, elder, or other stakeholders, etc.), a religious leader (Pastor or Imam), and an academic institution or your most recent employer/supervisor. Applicants must also submit a recent police clearance.

Interested individuals are encouraged to apply through email to the hiring committee at:
hr@bcmicrofinance.com.

The application submission deadline is October 20, 2023, at 2 pm. No application will be accepted after the deadline.