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TESFA MICROFINANCE INSTITUTION S.C

Ref.No:- TMFI/0144/18

Date: - Mar 09, 2026

## Vacancy Announcement

Tesfa Micro Finance Institution S.C (TMFI) is one of the financial Institutions that establishment as per the National Bank proclamation No.626/2009 to provide financial services to economical active entrepreneurs in rural & urban areas in all parts of the country. The institution is currently operating in **Addis Ababa, Adama, Hawassa, Wolita Sodo, Arba Minch, Gelana and Hossana.**

Thus, TMFI seeks qualified Candidates for **Hossana Branch**

### Job Summary

Tesfa Microfinance Institution S.C. is seeking a qualified and experienced **Branch Manager** to oversee branch operations, ensure effective financial service delivery, and lead branch staff to achieve institutional goals. The Branch Manager will be responsible for managing daily activities, loan portfolio performance, customer service, and compliance with institutional policies.

### Key Duties and Responsibilities

- Plan, organize, and manage all branch operations.
- Ensure proper implementation of credit policies and procedures.
- Lead and supervise branch staff to achieve performance targets.
- Monitor loan portfolio quality and ensure timely loan recovery.
- Mobilize savings and expand outreach to clients.
- Prepare periodic reports on branch performance.
- Maintain strong relationships with clients and community stakeholders.
- Ensure compliance with internal policies and regulatory requirements.
- Promote financial inclusion and customer satisfaction.



## Qualifications and Requirements

- Bachelor's Degree in **Accounting, Finance, Business Administration, Economics, or related field.**
- Minimum **4–6 years relevant experience** in microfinance or banking sector.
- At least **2 years' experience in a supervisory or managerial role.**
- Strong leadership and team management skills.
- Good communication and interpersonal skills.
- Ability to analyze financial reports and loan portfolios.
- Knowledge of microfinance principles and financial regulations.
- Computer proficiency (MS Office applications).

## Required Skills

- Leadership and decision-making ability
- Customer service orientation
- Problem-solving and analytical skills
- Financial management skills
- Strong organizational ability

## Application Procedure

Interested and qualified applicants are invited to submit their **CV, application letter, and copies of relevant documents** to the following address:-

**Address;- Ethiopia Kale Heywet Church Head Office 2<sup>nd</sup> building** located in form of Africa Union or **Tesfa Micro Finance Institution S.C** **Email;-tesfamicrofinance@gmail.com** Addis Ababa within 15 working days after the date of announcement.

Tel-0115-52-62-05/0970-20-20-70

**Hossana branch:** choramo plaza 2<sup>nd</sup> floor

Tel- +251461780909



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Desires to see that the needs of poor people are met, and their dignity restored

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