



Consolidated Bank of Kenya Ltd is Kenya's SME bank of choice that provides flexible financial solutions that support our customers in achieving success. The Bank is well positioned, with presence in majority of the country's business hubs to continually offer pleasant and convenient services. We seek to recruit a high caliber, results oriented and self-driven individual to fill the position of **Project Analyst**.

## **PROJECT ANALYST**

### **Job Type**

Three (3) year Contract

### **Job Purpose**

Reporting to the Manager, Credit Analysis, the Project Analyst will be responsible for analysis of construction loans and other project related loan applications as well as support on going projects to ensure that the Bank's interest is upheld and projects are seamlessly executed for mutual benefit of the Bank and customers.

### **Key responsibilities and accountabilities**

- Analyze feasibility studies, credit data and financial statements to determine the degree of risk involved in extending credit.
- Administer mortgage, monitor implementation and review various reports including appraisals, environmental documentation, and engineering reports to determine compliance with investor requirements of projects financed by the Bank to ensure successful completion of the same.
- Ensure compliance of all lending procedures as stipulated in the credit policy manual, monitoring various financing products advanced to ensure compliance in relation to their satisfactory conduct ensuring all post approval activities, including conditions precedent to disbursement, are accurate and complete.
- Provide technical support to the branch credit staff and clients on credit/ mortgage related issues.
- Hold meetings with clients, consultants to address issues on proposed construction projects.
- Conduct periodical site visits to assess projects and hold discussion with concerned parties together with the project managers;
- Consult with customers to resolve complaints and verify financial and credit transactions.
- Conduct market intelligence researches and preparation of reports for presentation to the Credit Committee on the Real Estate sector and make recommendations for adaptation.



- Participate in the preparation of Board Papers for presentation to the Board Credit Committee and Management Papers and reports for presentation to the Management Credit Committee.
- Liaise with representatives of credit associations and other businesses to exchange information concerning credit ratings and forwarding addresses, verify financial and credit transactions.

### **Qualifications and Competencies**

- Should be a holder of bachelor's degree in Construction, Engineering or a related field.
- Should possess professional qualification in Project Management or a related field.
- Should be a member of a relevant professional body.
- Should have at least four years' experience in Construction or Project Management.
- Should possess excellent credit and financial analysis skills.
- Should have excellent communication, report writing and presentation skills.
- Should have great interpersonal skills, good customer service orientation and commercial awareness.

### **Method of Application**

Please note that applications with the position applied for clearly indicated on top of the envelope together with a detailed Curriculum vitae and copies of academic and professional certificates, should be **HAND DELIVERED** or sent through **COURIER/POST OFFICE** to the Bank's Head Office located at Consolidated Bank House, Koinange Street, 6<sup>th</sup> Floor on or before **Friday, 30<sup>th</sup> January 2026** at 5.00 pm and addressed to:

**The Head of Human Resources  
Consolidated Bank of Kenya Limited  
P.O. Box 51133 - 00200  
NAIROBI**

*Consolidated Bank of Kenya Limited is an equal opportunity employer.*