

Bank on the fastest growing bank to grow even faster!

BRAC Bank Limited, a full-service commercial Bank with Local and International Institutional shareholding, is primarily driven by creating and pursuing market niches not traditionally met by conventional banks. BRAC Bank has been striving to implement "Relationship Banking" to its diverse range of customers spread across the country under an on-line banking platform.

BRAC Bank is the fastest growing bank in the country. In order to support the planned growth of its Distribution Network and Business Segments, it is currently looking for ambitious, goal-oriented, enthusiastic individuals for the following positions:

Division: Small and Medium Enterprise

Title of the position: Manager, Loan Research and Documentation
Description of the position: To assist management in developing strategies and policies for Bangladesh SME market.

Key responsibilities:

- Manage, supervise and monitor process of research
- Analyze target profile of customers, locations and business sectors across the country
- Suggest guidelines in developing strategies and policies and continuously review the research process of SME

Education: Master Degree, preferably in Economics or Commerce

Experience: Minimum 2 years in any reputed research organization

Age: 28-35 years

Title of the position: Manager, Credit

Description of the position: Assess lending applications and conduct research and analysis related to the lending applications and review as required.

Key responsibilities:

- Approve the SME credit based on scrutiny and evaluate credit proposal by following Bank's lending guidelines/PPG
- Ensure completion of approval related procedures
- Ensure compliance with internal policies and procedures and external regulatory requirements

Education: Commerce background, preferably MBA

Experience: At least 1 year banking experience as Credit Analyst/ Approver along with a minimum of 3 years working experience in Credit Division in any reputed bank.

Age: 28-35 years

Title of the position: Assistant Relationship Manager

Description of the position: To achieve business targets by balancing the risk & reward for each deal.

Key responsibilities:

- Identify opportunities of procuring new business for the Bank
- Visit/meet customers when required to achieve clear understanding of credit risks
- Monitor credit quality by highlighting early warning signals

Education: Masters in any discipline preferably from Business Administration/ Banking and Finance/Marketing.

Experience: Minimum 2 years experience in banking with knowledge of local corporate markets and legal requirements.

Age: 28-35 years

Title of the position: Manager, Women Entrepreneur Cell

Description of the position: Manage the Women Entrepreneur Cell with regard to achieving business targets.

Key responsibilities:

- Achieving business targets by designing strategies for identifying opportunities
- Visit/meet customers when required to achieve clear understanding of the business dynamics vis-à-vis credit risks
- Maintain relationship and close tie with the National & International agencies with regard to the development of the Bank's business

Education: Masters in any discipline.

Experience: Minimum 2 years experience in banking/financial industry or any reputed NGO.

Age: 28-35 years

Division: Retail Banking

Title of the position: Head of Distribution

Description of the position: Manage Bank's Retail Distribution Network including all branches across the country and other distribution network of Retail Banking

Key responsibilities:

- Manage profitability and cost of all branches across the country
- Monitor staff performance under Distribution
- Ensuring high quality service and managing Retail Banking portfolio under Distribution

Education: Graduate from any discipline from well established university in country or abroad

Experience: 5-7 years work experience in Branch Banking and Retail banking Distribution

Age: Maximum 40 years

Title of the position: Manager, Alternative Distribution Channel

Description of the position: Manage Bank's Alternative Distribution Channel including ATM, POS, Internet Banking, SMS Banking etc.

Key responsibilities:

- Strategize for Alternative Distribution Channel
- Maintain Bank's existing Alternative Distribution Channel
- Identify new channels as per Bank's requirements in a cost effective manner

Other requirement: Operational knowledge about ATM, POS, Internet Banking, SMS Banking, etc.

Education: Graduate from any discipline from well established university in country or abroad

Experience: 5-7 years work experience in online based banking environment and Retail Distribution

Age: Maximum 35 years

Division: Corporate Banking

Title of the position: Assistant Relationship Manager/ Relationship Officer
Description of the position: The incumbent will be responsible for managing the individual Corporate Loan Portfolio.

Key responsibilities:

- Achieve business targets
- Procure & maintain business for the Bank

Other requirement: Exposure in RMG sector would be an added advantage

Education: Bachelors/Masters in Business Administration/Banking and Finance/Marketing

Experience: Minimum 1-2 years experience in Corporate Banking with knowledge of local corporate market and legal requirements

Age: 30-32 years

Division: Cash Management & Corporate Liabilities

Title of the position: Relationship Manager/ Relationship Officer
Description of the position: The incumbent will be responsible for managing Corporate Liability relationships and providing tailored Cash Management solutions.

Key responsibilities:

- Develop New Business consistent with short and long-range objective of the Bank
- Achieve fee revenues and targets of cash management services
- Lead sales team in order to maximize the support and customer service to corporate clients

Education: MBA, Bachelor in Business or Marketing, or related disciplines

Experience: 2-4 years

Age: 27-30 years

Division: Information Technology

Position: Head of Information Technology

Description of the position: To manage all aspects of the IT function and drive the performance of the team to meet organizational objectives and create a best-of-breed IT platform.

Key responsibilities:

- Drive key IT initiatives and projects to completion, on-time and within budget
- Identify technology requirements of the organization and translate findings to specific initiatives and time-bound deliverables
- Provide smooth and efficient delivery of IT services across all functions and lines of business in a fully controlled environment
- Provide key inputs to Chief Operations Officer in the strategic decision making process

Education: MSc in Computer Science or equivalent degree

Experience: 8 Years of experience in Information Technology environment of a Bank with a minimum of 4 years in a supervisory capacity.

Age: 35-40 years

Position: Officer, IT Operations

Key responsibilities:

- Provide necessary user support to core banking application to ensure smooth and uninterrupted operations
- Server maintenance
- Able to do work in shifting within 24 hr time frame

Education: Bachelor Degree in Computer Science or relevant area

Experience: One-year experience in the relevant Area.

Age: Maximum 30 years

Division: Consumer Service Delivery

Position: Head of Consumer Service Delivery

Description of the position: To manage all aspects of the Consumer Service Delivery function and drive performance of the team to meet the objectives of the Bank.

Key responsibilities:

- Provide smooth and efficient production and delivery of general banking products and services across Retail, SME and other lines of business
- Develop and align people, processes and initiatives in Consumer Service Delivery to meet organizational objectives
- Develop capacity models for processing and risk management in delivery of products and services

Education: MBA/Msc./MA/MBM or equivalent degree with minimum second class.

Experience: 7 years experience in general banking under a centralized, automated environment in a Retail-focused bank with a minimum 3 years in a supervisory capacity.

Age: 35-40 years

Division: Human Resources

Position: Manager, Organisation & Pay Benefits

Description of the position: Initiative in defining the pay philosophy/ benefits policies and competitive terms of reference for implementation. Evaluate reward policies to stay competitive within the industry and ensure proper payroll practices alongwith Govt. Tax rules.

Key responsibilities:

- Initiate the development of comprehensive computerization programmes to provide current and updated MIS reports
- Survey and research with regard to the best practices of HR administration, employees compensation/benefits, training, leadership and recognition programs

Education: Bachelors/Masters in any discipline: Preferably in Finance/HR

Experience: Minimum of 2-3 years in HR related fields in reputed local/multinational company in a supervisory capacity.

Division: Human Resources

Title of the position: Manager, Training
Description of the position: Managing & developing a team for providing better quality of training.

Key responsibilities:

- Training-needs Assessment
- Organise and coordinate training courses with all departments of the Bank and maintain relationship with local and international training institutes
- Conduct studies to prepare training materials and continuous upgradation of training courses

Education: Bachelors/Masters in any discipline

Experience: Minimum of 5 years experience in training fields in reputed local/multinational company. Retired Bankers with training experience may also apply.

Title of the position: Manager, Administration

Description of the position: Plan, organize and assist the Department with MIS and revision of any policies, surveys and research.

Key responsibilities:

- Support day-to-day process in HR and in relations to coaching, counseling, benefits administration, workers compensation, leadership and recognition programs
- Oversee the development, review and design of the Performance Management System and ensure effective implementation
- Develop & design the methodology/approach in providing HELP DESK services and monitor its implementation

Education: Bachelors/Masters in any discipline: Preferably in Finance/HR

Experience: Minimum of 2-3 years in HR related fields in reputed local/multinational company in a supervisory capacity.

Division: Channel Infrastructure Development

Title of the position: Manager, Projects

Description of the position: Management of branch development projects.

Key responsibilities:

- Project Management skills
- Providing Civil construction related expertise
- Successful project monitoring through the evaluation report preparation

Education: Civil Engineering Graduate with MBA.

Experience: At least 5 years experience in project management.

Age: Not less than 30 years.

Title of the position: Assistant Manager, Planning

Description of the position: Branch development project planning, preparation of the BOQs and preparation of the tender schedules.

Key responsibilities:

- Keen understanding of designs and project costs
- Analytical ability regarding the floor lay out design
- Good negotiation skills are a must

Education: Civil Engineering Graduate.

Experience: At least 2 years experience in civil construction related projects.

Age: Not less than 25 years.

Title of the position: Assistant Manager, Monitoring

Description of the position: Branch development project monitoring, regular evaluation of the ongoing projects and timely delivery of the projects.

Key responsibilities:

- Keen understanding of project monitoring techniques
- Analytical ability regarding the evaluation techniques
- Good interpersonal skills are a must

Education: Electrical Engineering Graduate.

Experience: At least 2 years experience in civil construction related projects.

Age: Not less than 25 years.

Title of the position: Project Supervisors

Description of the position: Branch/ ATM site location survey and ongoing project supervision.

Key responsibilities:

- Very good in relationship building
- Hard working and result oriented
- Good observation skills are a must

Education: Graduate from any field.

Experience: At least 1 year experience in civil construction site supervision.

Age: Not less than 25 years

Additional requirements for all positions:

- Fluent in English (both written & verbal).
- Good Communication and Interpersonal Skills
- Good Analytical Skills in Problem Solving area
- Must be a good team player
- Ability to work under pressure

If you feel you are the right person for any of the above positions, please send us your resume with two copies of recent passport size photographs and attested photocopies of all academic certificates/mark sheets by February 15, 2006. Candidates having any 3rd class/division in their academic career and those who have applied earlier for any of the positions may not apply.

Send your application in an envelope clearly marking the position on top of the envelope to **Head of Human Resources, BRAC Bank Limited, 1 Gulshan Avenue, Gulshan, Dhaka-1212.**

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