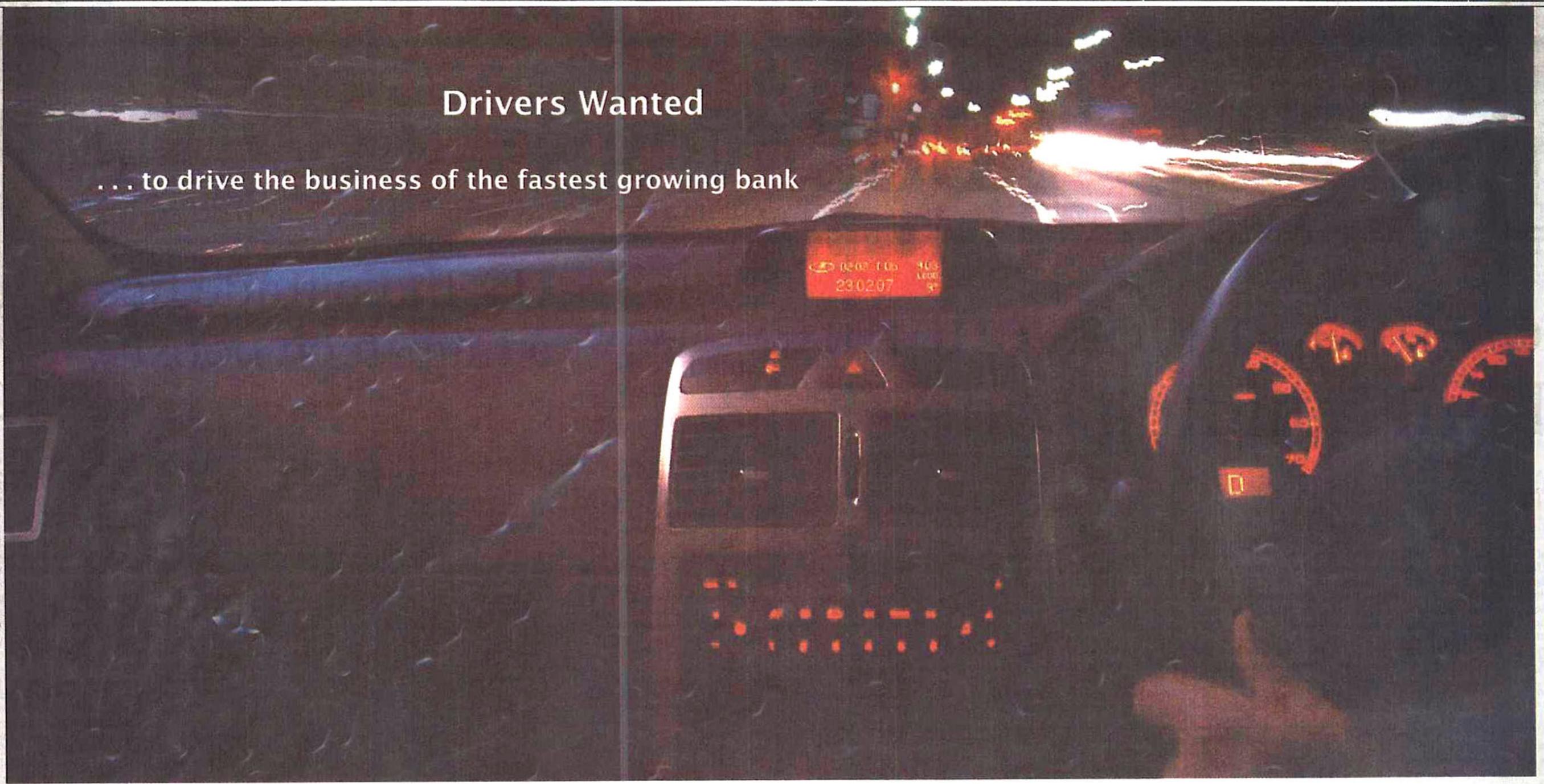


## Drivers Wanted

... to drive the business of the fastest growing bank



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:

### SME Banking Division

#### Portfolio Manager - Strategic Alliance

**Description of the position:** To develop and implement the plan for further improvement of the Bank's SME portfolio

##### Key responsibilities:

1. Assessing strategic alliances with different national and multinational companies and effective implementation of the same through achieving the sales target
2. Market penetration and promotion planning by arranging campaigns and other events
3. New product development planning and management along with launching

**Other requirement:** Excellent communication skills

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

**Experience:** Minimum 2 years experience in the relevant fields especially in sales of local SME / corporate markets. Banking experience in addition to the above knowledge would be given preference

**Age:** Maximum 32 years

#### Portfolio Manager - Manufacturing Business Unit

**Description of the position:** To establish sustainable network catering to the financial need of different manufacturing sectors and lead a sales team in an efficient and effective manner by balancing the risk and reward for each deal

##### Key responsibilities:

1. Design and develop a model as well as specific banking products to cater to the financial need of the sector
2. Set appropriate targets and action plan for the team members, monitor and evaluate individual/team performance regularly
3. Drive the team to attain business objectives through planning and execution of activities related to core products

##### Other requirement:

1. Excellent communication skill both in English and Bengali
2. Excellent analytical skill and proactive in field visit

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

**Experience:** 2/3 years experience of working in the relevant sector. Experience in Banking with knowledge of sales, local SME/corporate markets would be preferable

**Age:** Maximum 32 years

#### Portfolio Manager - Supplier & Distributor Finance

**Description of the position:** To develop and implement the plan for development of Bank's SME portfolio

##### Key responsibilities:

1. Making assessment plan for strategic alliances with different national and multinational companies and effective implementation of the same through achieving the sales target
2. Market penetration and promotion planning by arranging campaigns and other events
3. New product development planning and management along with launching

**Other requirement:** Excellent communication skills

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

**Experience:** Minimum 2 years experience in the relevant fields especially in sales of local SME / corporate markets.

Banking experience in addition to the above knowledge would be given preference

**Age:** Maximum 32 years

#### Relationship Manager

**Description of the position:** To lead and manage a sales team in an efficient and effective manner by balancing the risk and reward for each deal

##### Key responsibilities:

1. Set appropriate targets and action plan for the team members, monitor and evaluate individual/team performance regularly
2. Drive the team to attain business objectives by planning and execution of activities related to core products
3. Identify opportunities of procuring new business for the Bank

##### Other requirement:

1. Excellent communication skill both in English and Bengali
2. Excellent analytical skill and proactive in field visit

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

**Experience:** 2/3 years experience in Banking with knowledge of sales, local SME/corporate markets

**Age:** Maximum 35 years

### Retail Banking Division:

#### Head of Non-Funded Business

**Description of the position:** Based in Dhaka, the incumbent needs to be well acquainted with Foreign Mission, Airlines, Student Counsel, Travel Agents, Medical Institute both Local and International, Multi National Companies, Government Agencies and Local Corporate Bodies, and will be responsible for managing the fee based Consumer Banking Services under Retail Banking

##### Key responsibilities:

1. Achieve business targets of Non-Funded Income by providing various value added services
2. Introduce new fee-based services and products based on customer requirements and maintain liaison with various stakeholders

##### Other requirement:

1. The applicant should have a strong flair in marketing along with good organizational, interpersonal, problem-solving and analytical skills
2. Must have a good command in English

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

**Experience:** Minimum 4 years managerial experience in Banking

**Age:** Maximum 35 years

#### Branch Manager - Dhaka, Chittagong, Rajshahi and Jessore

**Description about the position:** To ensure service excellence, strict adherence to the KYC policy, compliance & sanctions, bank policy, Central Bank's rules & regulations, profitability and productivity, security measure and overall owner of the Branch responsibility.

##### Key Responsibilities:

Ensure high degree of service delivery and to grow Retail Business in both sides of the balance sheet.

##### Other requirements:

1. Excellent customer focus and target oriented selling skill
2. Ability to grow both sides of the balance sheet of a branch
3. Ability to lead and motivate a performance oriented team

4. Excellent interpersonal skill and strong communication skill

**Education:** Masters/ Bachelors in any discipline

**Experience:** 5 years in commercial banking experience, preferably a few years experience in Branch Banking environment in any bank.

**Age:** Maximum 35 years.

### Corporate Banking Division

#### Associate Relationship Manager/Relationship Manager

**Description of the position:** To acquire new businesses and achieve business targets for the overall development of the bank's corporate portfolio

##### Key responsibilities:

1. Maintaining customer relationship through high quality service
2. Independent credit analysis and preparation of quality credit proposals
3. Risk mitigation through structured credit solutions

**Other requirement:** Strong communication skills (English and Bengali), analytical skills, basic computer skills, problem solving attitude, setting service excellence

**Education:** The incumbent should be a Bachelor/Master in Business Administration majoring in Finance/ Finance and Banking/ Marketing/ Economics

**Experience:** Minimum 2 (two) years of experience in Corporate Banking/Leasing with knowledge of local corporate markets and banking legal requirements

**Age:** Maximum 33 years

### Asset Operations

#### Manager - Corporate Asset & Syndication

**Description about the position:** To supervise document preparation, timely and error-free disbursement of corporate, lease and syndication facilities, mortgage and RJSC charge creation, and also assist in departmental risk mitigation and process re-engineering activities

##### Key responsibilities:

1. Ensure compliance of all policies relating to credit and risk management.
2. Supervise error-free disbursement of all Corporate loans including Lease and Syndication (both as lead or co-arranger) including mortgage and RJSC charge creations.
3. Supervise legal issues and documentation (including pari passu) and provide training on loan documentations.
4. Assist Sr. Manager - Corporate Asset Operations regarding departmental risk mitigation and various process re-engineering activities.

**Experience:** 6-8 years professional experience in similar jobs with proven skill in computer operation

**Education:** MBA, Post Graduation in any business discipline

**Age:** Maximum 35 years

### Team Leader - Import / Export

**Description about the position:** To supervise effective and timely execution of Import, Export, Bank Guarantee and other trade finance related activities as well as regulatory compliances in this regard

##### Key responsibilities:

1. Ensure compliance of all policies relating to UCPDC, credit and risk management
2. Supervise error-free execution of import and export operations (including L/C opening, amendments and payments as well as issuance of EXP/ C&F/ NOC

Certificates and receiving remittances etc)

3. Supervise issuance of guarantee, bills purchase and discounting and other trade finance related activities
4. Assist in departmental risk mitigation and various process re-engineering activities

**Experience:** 4-5 years professional experience in similar jobs with proven skill in computer operation

**Education:** MBA, Post Graduation in any business discipline

**Age:** Maximum 32 years

#### Manager - SME Asset Operations

**Description about the position:** To supervise SME query handling, timely and error-free disbursement, repayments, closing of SME loan, assistance in departmental risk mitigation and process re-engineering activities

##### Key responsibilities:

1. Ensure compliance of all policies relating to credit and risk management
2. Supervise effective documentation checking and query handling (including problems resolving) and provide training on loan documentations
3. Supervise error-free SME loan disbursement, repayments and closing operations
4. Assist Sr. Manager - SME Asset Operations regarding departmental risk mitigation and various process re-engineering activities

**Experience:** 4-5 years professional experience in similar jobs with proven skill in computer operation

**Education:** MBA, Post Graduation in any business discipline

**Age:** Maximum 32 years

#### Manager - Regional Operations Center (ROC)

**Description about the position:** To ensure effective monitoring of ROC activities including Asset Operations (SME Disbursement, Repayment and Trade Finance), General Infrastructure Service (GIS), IT, Consumer Services Delivery (CSD), Payment Service, Treasury and other process re-engineering and development issues

##### Key responsibilities:

1. Supervise overall administrative jobs relating to ROC
2. Supervise Asset Operations activities (particularly SME and trade finance) and MIS preparation
3. Supervise Consumer Service Delivery (cheque issue, A/C opening), clearing, payment services and treasury operations (including collection of bank statements from all correspondent banks)
4. Plan and initiate risk mitigation and various process re-engineering activities

**Experience:** 6-8 years professional experience in similar jobs with proven skill in computer operation

**Education:** MBA, Post Graduation in any business discipline

**Age:** Maximum 35 years

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 March 8, 2007. 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.

**BRAC BANK**  
LIMITED