



If you feel you are
THE ONE, Join us

Position: Head of Treasury

Job Responsibilities:

- Lead and Manage the Treasury function of the Bank which includes money market and foreign exchange operations
- Manage the Correspondent Banking relationships along with nostro and vostro accounts
- Manage the Asset liabilities Management function of the Bank
- Participate but not limited to the Bank's initiatives such as Basel II, systems evaluation and implementation

Eligibility depending on:

- Degree from a reputed University or Professional Accounting Qualification
- Minimum Seven (7) years of experience in Treasury functions at senior level
- Knowledge of existing practices in mark-to-market methodologies
- Good leadership skills
- Good command in spoken and written English

Position: Head of Legal

Job Responsibilities:

- Leading a team in the Legal and Recovery Department of the Bank
- To ensure all the Legal Compliance in favor of Bank-In respect of local statues for its business operations
- To ensure the proper handling of all court cases in the right direction from filing till disposal including ancillary jobs to protect the interest of the Bank
- Keeping updates on changes in laws and notice the Management time to time about effects
- Prepare deeds, agreements etc. as and when required
- Lead legal due diligence, in co-ordination/liaison with external legal counsel
- Provide the Bank the legal opinion as and when required
- Supervision / maintenance of all Records of Legal Matters in a manner to assure legal protection against counterfeiters effectively
- Control legal risk wherever it arises

Eligibility depending on:

- The candidate should have LL.B. (Honors)/LL.M/Barrister-at-Law
- Minimum 7 year(s) of experience as Lawyer/Law Officer
- The applicants should have experience to work in the following area(s):
Artha Rin Adalat, Company Law, NI Act, Civil, Criminal, Banking Companies Act, Law of Contract, Partnership, Labor Law and Corporate Law related matters.
- The applicants should have experience in the following business area(s):
Law Firm, Banks, Non-Banking Financial Institutions, Multinational Companies (experience in a banks legal/recovery/loan department will be preferred)
- The candidate must have the ability to work independently
- Conversant in MS Office (MS Word, Excel and Power Point)

Position: Head of Investment Risk

Job Responsibilities:

- Assist the Bank in achieving its target earnings and asset quality by efficiently and effectively managing its investment/portfolios risk
- Assist business units, Investment Committee, Risk management Committee and the Board in identifying, monitoring, controlling and reporting the Bank's investment risk strategies, exposures, appetite and tolerance
- Achieve strong rating on quality of Investment risk management capabilities by independent parties i.e. regulators and internal auditors
- Cultivate proactive Investment risk management culture in the Bank
- Involve in the formulation and implementation of investment risk management policies and framework in identifying, measuring, monitoring, controlling and reporting risks
- Involve in development and maintenance of the Bank's investment risk management capabilities i.e. infrastructure, resources and system, including compliance with Basel II requirement and internal risk management framework and limits
- Involve in roll out of BASEL II

Eligibility depending on:

- Degree or professional qualification in Accounting Finance, Economics, Business Studies or related discipline from any reputed university. Additional professional qualification in investment such as Certified Investment (Credit) Professional is preferred
- Minimum 7-8 years of experience in Investment/credit or investment risk management in a financial organization
- Experience of managing and leading investment risk of a financial organization
- Capability of making presentation to the Senior Management and Risk management committee
- Good understanding on Investment products and operations particularly corporate loans and private Debt securities
- Meticulous, good writing skill, analytical thinking
- Working knowledge of BASEL II
- In depth working knowledge about corporate, retail and SME financing
- Detailed understanding and working experience of structuring risk facility including cash flow and balance sheet analysis
- Working experience under centralized environment

Position: Head of Commercial Banking

Job Responsibilities:

- Identify Business opportunities, formulate marketing strategies and provide overall direction to the team in managing asset portfolios for commercial and SME type of customers
- Maximize risk-return off by way of deploying Bank's liquidity in optimum manner
- Cross sell Bank's financial products
- Prepare/Recommend investment proposals
- Conduct pre-sanction visits and interview investment applicants
- Conduct post sanction visits to ensure that the investments are properly utilized
- Monitor Investment repayment activities and take steps to collect overdue amounts
- Plan marketing calls for existing and new customers
- Monitor individual members' performance and ensure achievement of individual targets
- Monitor the growth and quality of the portfolios to meet budget targets

Eligibility depending on:

- Basic University Degree (Banking, Economics, Business administration, Accounting, Finance)
- Professional Accounting Qualification is preferred
- 8-10 years of experience in related field
- Computer literacy
- Direct Job experience of managing teams in corporate Banking set up
- On the job exposure for structuring credit facilities for corporate/commercial type of customers
- Excellent networking ability including managing top business houses/associations
- Working knowledge in centralized banking environment
- Thorough understanding about credit documentation requirements and process
- Experience of managing and leading teams of Client Relationship

Position: Compliance & Operation Risk Head

Job Responsibilities:

- Maintain, update and enhance the effectiveness of the Operation Risk Management and Compliance Framework in support of the business strategy of the Bank
- Facilitate and ensure proper running of Operation Risk Management System to enable cost effective management of risks
- Conduct and facilitate operation risk review and mitigation sessions with key risk owners to develop a culture of Operation Risk Management and to perform action plan status review to minimize value package
- Perform process review, develop and implement controls at source to meet strict revenue assurance targets
- Gather report on the corporate risk profile and key risk indicators & present
- Coordinate learning of Operation Risk Management techniques to develop risk management capability by risk owners
- Maintain, update and enhance the Business Continuity Plan (BCP) to improve the disaster recovery capability of the company and to minimize the risk of data loss
- Conduct regular testing of the critical areas of the BCP and to report to the BCP committee on the test results
- Identify, control, monitor and report on all compliance issues
- Plan for (budget) and perform financial management to ensure proper and effective use of financial resources
- Plan and manage the shared services activities in order to comply with the service level agreement

Eligibility depending on:

- Degree from a reputed University or Professional Accounting qualification (ACCA, CA) or equivalent
- At least 6 years of working experience in Operation Risk Management, Anti Money Laundering and Compliance functions in banking/insurance industry
- At least 4 years of experience in a Managerial and Leadership capacity
- Must have good judgment and inquisitive approach to practices and procedures
- High integrity and a good team player with analytical and problem solving skills
- Good command in spoken and written English

Apply Instruction:

If you are the right person we are looking for, please send your complete resume and two recent passport size colored photographs to **Head of Human Resources Division, ICB Islamic Bank Limited, Head Office: T.K. Bhaban (14th Floor) 13, Kazi Nazrul Islam Avenue, Karwan Bazar, Dhaka- 1215, or e-mail: hr@icbislamic-bd.com.** Please clearly mention the name of the position applied for on top of the envelope. Only short listed candidates will be called for an interview.

Last Date of Application: March 30, 2009

ICB Banking Group has presence in 14 countries of Africa, Asia, and Europe. Recently it has expanded its horizon to Lao PDR and Malawi. In Bangladesh ICB Islamic Bank has 31 branches. ICB Guinea was awarded "Best Bank Award 2008" by Global Finance Magazine. At ICB Islamic Bank, we believe in global focus with global experience which we tailor to local needs. We are now searching for leaders who can convey our global services.

Head Office: 13, Kazi Nazrul Islam Avenue, Karwan Bazar, T.K. Bhaban (15th Floor), Dhaka-1215, Bangladesh. www.icbislamic-bd.com



ICB ISLAMIC BANK
a member of ICB Financial Group Holdings AG