



EXIM Bank of Pakistan Limited (“EXIM”) is set up by the Government of Pakistan to support inter-alia the growth of exports and to undertake import substitution projects. EXIM is looking for:

<p>1.</p> <p>Job: Company Secretary</p> <p>Department: Company Secretariat</p> <p>Job Location: Islamabad</p>	<p>Qualification: As per criteria mentioned in Public Sector Companies (Corporate Governance) Rules, 2013.</p> <p>Experience: Minimum 8 years of related work experience in Pakistan with 3 years of senior management/leadership experience in/with a leading financial institution in Pakistan.</p> <p>Job Summary: Ensure the compliance of the Bank in relation to secretarial practices, as well as issues of corporate governance. The position also provides corporate legal advice and must have a thorough understanding of the laws which affect their areas of work. The incumbent will act as a point of communication between the board of directors and company shareholders, reporting in a timely and accurate manner on company procedures and developments.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Contribute to the achievement of the Bank’s business objectives by providing legal advice and risk analysis to senior management, the Board, board committees and business units; also providing advice on regulatory matters relating to key organizational initiatives. • Facilitating the smooth operation of the company’s corporate affairs; organizing, preparing agendas for, and taking minutes of board and its sub committees’ meetings and shareholders general meetings; Contributing to meeting discussions, as and when required, and advising members of the legal, governance, accounting and tax implications of proposed policies; • Managing board processes – board and committee papers and circulation of agendas, minutes, discussion papers, proposals for the board and its committees; ensuring members’ and directors’ meetings are properly called and held. • Ensure compliance to the follow up matters and report progress to the management committee / Board of Directors. • Ensuring compliance with Bank policies and standards and legislation. • Maintenance of relevant records for future references. • Provide effective and inspiring leadership to direct reports; Ensures parity among subordinates with regards to learning and growth opportunities • Help creating a conducive working environment to build and sustain an engaged and committed team • Create a sense of purpose and self-fulfillment among subordinates; creates the need for empathy when necessary <p>Core Competence: The suitable candidate is expected to have strong understanding of SBP rules, regulations, guidelines, laws, emerging compliance requirements and practices.</p> <p>Communication: Excellent written and verbal communication is mandatory.</p>
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<p>2. Grade: Upto Officer</p> <p>Job: Finance & Accounts</p>	<p>Qualifications: Minimum Graduate in Accounting & Finance Experience: Minimum 3 years' experience in any Financial Institution Key Responsibilities: Assist, Senior Manager to maintain financial record in accordance with internal policies, regulatory requirements, best practices, international accounting/financial reporting standards and other statutory requirements. Communication: Excellent written and verbal communication is mandatory.</p>
<p>3. Grade: Upto Senior Manager</p> <p>Job: Regional Business Manager</p> <p>Department: Corporate & Financial Institutions Group</p> <p>Job Location: Karachi, Lahore, Islamabad</p>	<p>Qualification: Minimum Bachelors in Finance, Business Administration or other Business related fields HEC recognized universities.</p> <p>Experience: Minimum 8 years of related work experience in Corporate Banking, Trade Finance department of a leading Commercial Bank, with proven relationship management, leadership and team management skills.</p> <p>Core Competence:</p> <ul style="list-style-type: none"> • The suitable candidate is expected to fully understand the Trade Finance landscape, have existing relationships in the assigned geographic area or segment, understanding of International Trade (UCP 600 & URDG), SBP's Prudential Regulations, Credit Insurance rules and framework etc. • Excellent analytical skills; experience in developing high quality financial models • Good computer literacy and inclination towards automation • Ability to work independently and create goals and vision for delivery in ambiguous, difficult or new situations • Excellent team player. Able to take challenges. • Excellent understanding of insurance and lending products relating to trade finance • For Islamabad-based position, in addition to above, candidate must have experience of writing industry reports, Information Memorandums, financing programs, trade related funded and non funded credit solutions etc. Experience in Credit Risk participation and On-Lending structures will be a plus. <p>Job Summary: Developing and managing business relationships with Corporates, Commercial, SME customers and partner Commercial Banks, in line with EXIM Bank's strategy and mandate. Providing a range of trade related financing and risk mitigating (Credit Insurance and Guarantees) products, identifying business opportunities, developing business pipelines, executing financial transactions and managing associated risks while optimum revenue generation and resultantly supporting Pakistan's export competitiveness.</p> <p>Key Responsibilities: The incumbent will be responsible for accomplishing results through the management of a team or department to drive the Bank's strategy and mandate to increase Pakistan's exports competitiveness. The incumbent will be responsible for managing teams & initiatives, monitoring, researching, & evaluating the current market landscape to identify areas of opportunity, providing senior management with evaluation based on analysis of information in complicated and unique situations, providing direct support to high end clients, ensuring a seamless transaction experience for new trade clients, proactively managing client portfolio, etc. This may include acting as administrative head of regional office. Marketing of Bank's Credit Insurance, Guarantees</p>

	<p>and lending products in line with assigned budget, EXIM Bank’s risk appetite and mandate.</p> <p>Managing existing and developing new relationships. Leading and undertaking due diligence, risk analysis, financial modeling, trade finance structuring etc. Candidate should have thorough understanding of trade finance and credit risk management skills as well as strong relationship with Financial Institutions/Corporates customers. Thorough understanding of financial analysis techniques, forecasting, financial modeling and business development is also sought. Experience in international trade, trade finance, lending and likely in insurance regulations is required, together with superior communication and stake holder management skills. The candidate needs to be self-motivated, take-on and demand increasing level of responsibility and result oriented and take pride of being part of initial team setting up a premier development bank in Pakistan which is being created with the highest level of corporate governance and geared towards having a meaningful economic impact for Pakistan. Any other task assigned by the Group Head C&FI.</p>
<p>4. Grade: Upto Officer</p> <p>Job: Credit Administration Department (CAD)</p>	<p>Qualifications: Minimum Bachelors in Finance, Business Administration or other Business related fields from HEC recognized universities.</p> <p>Experience: Minimum 3 years’ experience in any Financial Institution.</p> <p>Key Responsibilities: Assist, Senior Manager CAD for planning, organizing and executing the Bank’s Credit Administration activities including Legal Implementation, Disbursement, Export Credit Insurance, Collateral Management, Credit File Management etc.</p> <p>Communication: Excellent written and verbal communication is mandatory.</p>
<ul style="list-style-type: none"> • Interested candidates may visit the link https://eximbank.gov.pk/careers for job responsibilities and other requisites. • Those having requisite experience and qualify the above criteria are encouraged to send their Curriculum Vitae (CV)/Resume at: hrdepartmentexim@eximbank.gov.pk ‘OR’ EXIM Bank of Pakistan, 5th Floor, Evacuee Trust Complex, F-5/1, Islamabad no later than July 03, 2022. • Applications received after this date will not be considered eligible for consideration. EXIM reserves the right to reject all applications without assigning any reason whatsoever. • Only candidates shortlisted for interviews will be contacted. 	