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|  | <p>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> |
| <p>1. Grade: Upto Senior Manager</p> <p>Job: Sr. Manager – Risk Management</p> <p>Location: Islamabad</p> | <p>Qualification: Bachelors degree (Masters preferred) or equivalent in business administration, finance, commerce or other relevant fields from a HEC recognized university. Relevant Risk related qualification will be an advantage.</p> <p>Experience: Minimum 10 years of related work experience in/with financial institutions in Pakistan and engaged in risk management of trade-finance related activities. Strong understanding of Prudential Regulations, Foreign Exchange Manual and other trade-finance related regulations and facilities of the SBP. Minimum 2 years of senior -risk management experience in/with financial institutions in Pakistan engaged widely in trade finance.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Contribute to strategic planning and related decision making for Pak EXIM by supporting the Group Head of Risk Management in leading the development of a Bank-wide risk management strategy and policy framework. • Support the Group Head of risk Management in Planning and leading strategic initiatives and developing key performance indicators for the Risk Management function, that will support the achievement of Pak EXIM’s organizational mission, core values and objectives keeping in view the impact on economy. • Support in the Development and implementation of processes and systems for the monitoring and oversight of risk exposures with a view to facilitate risk-based decision making by the executive management team. • Report industry trends and legislation to assess how they will impact Pakistan’s trade environment and resultantly Pak EXIM’s risk profile. • Review and recommend/approve credit and underwriting applications in accordance with established policy and limits with a view to protect the Bank from undue losses and defaults. • Review and recommend of complex product developments, by identifying potential risk exposures and recommending changes so that all Pak EXIM products undergo appropriate risk assessment and the risks associated with each product are understood and managed. • Support risk-based decision making and to protect the Bank from undue risk exposure and assist the department in contributing towards a bank-wide risk culture in order to ensure heightened awareness of prudent risk management practices and individual employees’ understanding of their conduct and risk obligations. • Propose processes/tools/structures and ensure their application/usage for assessment, measurement and control of enterprise risk (including overall credit risk, operational risk, market and liquidity risk etc.) • Consider the Basel Capital Accord in coordination with the relevant stakeholders and supervise quarterly calculation of CAR and other Basel related ratios as per the guidelines of SBP and provide support in product development considering the above. • Support the development of an effective management information system in coordination with other management team members for |

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| | <p>identification, measurement, monitoring, and controlling the major risks facing the Bank.</p> <ul style="list-style-type: none"> • Identify and monitor watchlist & NPL accounts and assist respective business units in devising remedial strategies and recovery proceedings. • Process write-offs/waivers in line with the Bank’s internal policy and SBP guidelines. • Support the compliance with SBP prudential regulations, relevant BoD policies, and other regulations relating to risk management. • Maintain strong working relationships with business units to ensure risk exposures are captured, measured, monitored, managed and reported correctly. • Strong and confident team player, motivated, and passionate about the vision and mission of the Bank, and deep desire to contribute towards the success of the Bank. <p>Additionally, the incumbent may need to do any other duty or assignment that the CEO or Board may assign from time to time on a temporary or permanent basis.</p> <p>Core Competence:</p> <ul style="list-style-type: none"> • Experience and expertise in undertaking credit and risk approvals for large, middle market and SME customers, especially as it relates to trade finance and LT credit analysis. • Understanding of insurance and lending products relating to trade finance • Knowledge and experience of risk modelling techniques/tools, stress testing & portfolio management, Basel capital standards, IFRS9, information security practices etc. • Strong interpersonal skills; creative under pressure, proven negotiation or contracting expertise • Excellent analytical skills, financial analysis, cashflow analysis, business analysis and project analysis. • Excellent written and oral communication skills both in English and Urdu • Very good computer literacy and inclination towards automation • A high achiever who takes pride in progressing • Ability to work independently and create goals and vision for delivery in ambiguous, difficult or new situations • Strong and confident team player, motivated, and passionate about the vision and mission of the Bank, and deep desire to contribute to the overall success of Pak EXIM’s mandate. <p>Communication: Excellent written and verbal communication is mandatory.</p> |
| <p>2. Grade: Upto Manager</p> <p>Job: Manager – Internal Audit</p> <p>Location: Islamabad</p> | <p>Qualification: Member of a recognized body of professional accountants or;</p> <ul style="list-style-type: none"> • Certified internal auditor (CIA) or; • Certified fraud examiner (CFE) or; • holding a bachelors or higher degree in finance from a university recognized by the Higher Education Commission. <p>Experience: At least 8-10 years of internal auditing experience in recognized accounting firm or Financial Institutions with at least 3 years of management or supervisory experience.</p> |

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| | <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist the Head of Internal Audit in preparing a risk based annual audit plan detailing the scope, nature and timing of audit activities. • Undertake comprehensive planning and risk assessments relating to each assignment to ensure that the engagement identifies potential business risks. • Design internal audit procedures and programs to ensure that detailed audit work is effectively focused on areas assessed as high risk, thus ensuring maximum value from the assignment. • Lead and conduct audit assignments in line with the Internal Audit plan and within the budgeted time in a professional manner, adopting the best audit practices and appropriate audit techniques. • Evaluate the adequacy and effectiveness of controls including: <ul style="list-style-type: none"> ▪ Reliability and integrity of financial and operational information, ▪ Effectiveness and efficiency of operations, ▪ Safeguarding of Company's assets, and, ▪ Compliance with Laws, and Regulations. • Supervise process documentation to identify key risk especially KYC/AML, fraud and regulatory noncompliance risks and controls in place to address those risks. • Review the accuracy, timeliness and relevance of financial information and other disclosures provided to management/regulators. • Prepare and present clear and concise reports to summarize the work performed during each engagement. • Ensure follow-up on internal audit observations and recommendations and report on the status and progress for management's action. • Ensure quality standards are adhered in internal audit reviews and reports. • Monitor the timely implementation of all agreed upon audit recommendations. • Provide regular updates about the audit status, key concern areas observed during audit execution • Prepare/review draft reports and discuss the result of the review with related Business/ Department Heads. • Prepare/ review quarterly progress reports on planned audits and implementation of corrective actions. • May communicate/coordinate with regulator(s)/External assurance providers. • Perform miscellaneous job-related duties as assigned. <p>Enhance Audit's reputation within the Bank by maintaining a professional approach at all times.</p> |
| <p>3. Grade: Upto Senior Officer</p> <p>Job: Sr. Officer – Trade Operations</p> <p>Location: Islamabad</p> | <p>Qualification: Bachelors degree from an HEC recognized university. Experience: Minimum 03 years of related work experience with any financial institution.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Having comprehensive knowledge of foreign trade (Import/Export/Remittance) business operations, documentations along with foreign trade local and international regulations. • Opening, Checking & Scrutiny of related documents lodgment, obtaining acceptance & confirming maturity dates. • Ensuring letters of credit and complied documentations, in a timely manner, and according to national/ international trade laws. • Preparation and timely submission of all kinds of related statement to the concerned authorities. • Ensuring control activities such as AML/KYC etc. |

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| | <ul style="list-style-type: none"> • Executing any other duties as and when required by the Management or Line Manager. <p>Core Competence:</p> <ul style="list-style-type: none"> • Excellent understanding of trade operations, associated lending and insurance products, and industry practices • Excellent written and oral communication skills both in English and Urdu • Well versed with the regulatory requirements relating to lending and insurance • Strong analytical skills w.r.t AML/KYC • Customer service experience • Smart, Team player, paired with agile mindset and can-do attitude <p>Communication: Excellent written and verbal communication is mandatory.</p> |
| <p>4.</p> <p>Grade: Upto Senior Officer</p> <p>Job: Sr. Officer – Administration & Procurement</p> <p>Location: Islamabad</p> | <p>Qualification: Bachelors degree (Masters preferred) or equivalent in business administration, law, finance, commerce or other relevant fields from a HEC recognized university.</p> <p>Experience: Minimum 04 years of related work experience with at least 02 years of related experience in public sector organization.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Responsible of repair & maintenance of assets, auction of disposable assets and maintenance & safety of office premises/COVID Protocols implementation. • Responsible for procurement and disbursement of stationary, pantry and other consumable items. • Payment of monthly expenses, Utility Bills, fuel cards, E-toll & E-Tag and etc. • Responsible for of boarding & lodging activities. • Responsible for all procurements as per PPRA rules. • To obtain quotations, preparing comparative statements & getting approvals from procurement committee. • Responsible for documentation and filing • Vendor management & market analysis pertaining to procurement. • Reporting weekly/monthly reports to supervisor. • Should have strong knowledge of PPRA rules & regulations <p>Communication: Excellent written and verbal communication is mandatory.</p> |
| <ul style="list-style-type: none"> • Those having requisite experience and qualify the above criteria are encouraged to send their Curriculum Vitae (CV)/Resume at: https://njp.gov.pk/ 'OR' EXIM Bank of Pakistan, 5th Floor, Evacuee Trust Complex, F-5/1, Islamabad no later than August 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. • Females and differently-abled persons with relevant qualifications and experience are encouraged to apply for the positions. • Only candidates shortlisted for interviews will be contacted. | |