



**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:

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| <p><b>1.</b></p> <p><b>Grade:</b><br/>Upto Senior Manager</p> <p><b>Job:</b><br/>Manager Treasury</p> <p><b>Department:</b><br/>Finance</p> <p><b>Job Location:</b><br/>Karachi</p> | <p><b>Qualification:</b> Bachelors Degree (Masters preferred) from HEC recognized university.</p> <p><b>Experience:</b> 10 years’ experience of working with leading commercial bank’s treasury department.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Plan and strategize in order to invest available resources to their optimum utilization to achieve targeted objectives for the Bank successfully.</li> <li>• Managing investment activities of the Bank in line with the approved investment policy, as well as guidelines issued by Asset Liabilities Committee (ALCO);</li> <li>• Devise and disseminate funding strategies for forex operations in order to better utilize the available opportunities.</li> <li>• Review and recommend changes to the investment policies based on the market conditions.</li> <li>• Manage daily liquidity ensuring that it supports the capability of meeting funding needs adhering to internal and external limits and regulatory requirements.</li> <li>• Forecast Daily/Monthly/Quarterly cash requirements and execute daily/ monthly/ quarterly financing decisions;</li> <li>• Take effective &amp; timely decisions in respect of investments, investment opportunities in different sectors/markets etc. to increase profitability of the bank. Direct monitor and trade investment portfolios including Working capital, High-Yield, and other portfolios.</li> <li>• Take effective &amp; timely decisions in respect of investments, investment opportunities in different sectors/markets etc. to increase profitability of the bank. Direct monitor and trade investment portfolios including Working capital, High-Yield, and other portfolios.</li> <li>• Provide guidance to money market desk with a view to optimizing returns and hedge against interest rate movements within the ambit of regulations of the SBP.</li> <li>• Ensure full range of Treasury products by effectively managing the derivatives desk and supervising trades such as forward rate agreements, interest rate swaps, forex options, futures and forwards.</li> <li>• Evaluate positions and monitor Foreign exchange revaluation reports in order to manage treasury function by taking right decisions.</li> <li>• Ensure effective Forex exposure monitoring across all functions of the division and also ensure that compliance &amp; risk aversion parameters are in place in its entirety as defined by the Risk Management Division and the State Bank of Pakistan (SBP).</li> </ul> |
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|   | <ul style="list-style-type: none"> <li>• Maintain high operational risk control and reputational risk standards through compliance reports in the area.</li> <li>• Conduct interactions of Operational/ Strategic nature with Regulatory authorities, banks, Financial Institutions, corporate customers.</li> <li>• Advice team on managing risk exposure to safeguard the bank's interests so that exposure is controlled and managed proactively and effectively.</li> <li>• Any other responsibilities or tasks falling within the purview of this position, which may be assigned by the superiors, from time to time.</li> <li>• Provide information for preparation of Budget, Projected Cash Flow, Mismatch Report, Quality of Asset Report and Interest Rate Sensitivity Report.</li> </ul> <p><b>Core Competence:</b> The suitable candidate is expected to have strong understanding of applicable rules, regulations/guidelines and have strong banking relationship.</p> <p><b>Communication:</b> Excellent written and verbal communication is mandatory.</p>  |
| <p>2.</p> <p><b>Grade:</b><br/>Upto Manager</p> <p><b>Job:</b><br/><b>Manager Legal</b></p> <p><b>Department:</b><br/>Legal</p> <p><b>Job Location:</b><br/>Islamabad</p> | <p><b>Qualification:</b> LLB from HEC recognized university with Advocate High Courts license. Candidates having foreign degree of LLM/ Barrister/ JD will be given preference.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 7 years of experience with minimum 5 years as Advocate High Courts.</li> <li>• Advisory experience in multinational/ eminent law firms will be given preference</li> </ul> <p><b>Job Summary:</b> Responsible for Advisory, research, contract drafting and vetting and liaison with external lawyers and supervision of Legal (s).</p> <p><b>Key Responsibilities:</b><br/>To assist Head of legal and proactively perform responsibilities including but not limited to following;</p> <ul style="list-style-type: none"> <li>• To provide legal opinion on any matter referred by any group/ division/ department.</li> <li>• To coordinate with External Counsels and maintain panel of Legal Advisors and review their services on periodical basis.</li> <li>• To coordinate and be the focal point while seeking external legal opinion as and when required.</li> <li>• To prepare legal documents, agreements and if so required to repose the assignment of drafting of specialized legal documents, contracts to External Lawyers.</li> <li>• To assist Management in administrative decision-making from legal perspective.</li> <li>• To review contracts and agreements referred by other group/ division/ department with reference to legal terms and enforceability. To advise, if so required, on the language of commercial terms of the contracts/ agreements.</li> <li>• To assist Compliance Group/Division with regard to the interpretation of laws of the land.</li> </ul> |

- To assist Compliance Group/Division with regard to an up-to-date data base of applicable laws, rules, regulations and instructions.
- To assist Compliance Group/Division with regard to Fraud Investigation.
- To assist HR in legal matters from Hire to Fire.
- To handle litigation for and against the Bank, through external lawyers and keep follow up and MIS of the cases
- To conduct research on various laws and regulations and proactively engage with relevant stake holders for legal compliance of law/regulation, preparation/amendment of policies.
- To draft, Review, and vet commercial financing agreements (Conventional and Islamic), charge and security documents, indemnities, insurance guarantees, undertakings, title and conveyance deeds, proclamations, notices, charge sheets, show cause, letter of dismissal etc.
- To provide legal advises/opinions and guidance on issuance of Insurance, guarantees, acceptance of collaterals, disbursement of funds, procurement laws, corporate commercial transactions and other related matters. Review and draft representations, compliance reports and letters for filing before the Judicial and Quasi-Judicial Authorities.
- To perform any other duty/ assignment/ responsibility as reposed by the Head of Legal/ Management of the Bank.

**Core Competence:**

- Contract vetting writing and negotiations
- Multilateral treaties writing
- Keen interest and good skills in legal research, Legislations and precedents.
- Legal opinions writing on commercial issues.
- Knowledge of commercial and corporate laws
- Understanding of banking, trade, foreign exchange, collections and recoveries.
- Understanding of multilateral jurisdictions.
- 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 EXIM Bank of Pakistan Limited's mandate.

**Communication:** Excellent written and verbal communication is mandatory.

- 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, 5<sup>th</sup> Floor, Evacuee Trust Complex, F-5/1, Islamabad no later than **August 31, 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.