

	<p>Export-Import Bank of Pakistan (“EXIM Bank”) is set up by the Government of Pakistan, as Pakistan’s official Export Credit Agency, to support inter-alia the growth of exports and to undertake import substitution projects.</p> <p>EXIM Bank is looking for:</p>
<p>Job: Up to Group Head – Operations</p> <p>Department: Operations</p> <p>Job Location: ISB.</p>	<p>Qualification: Minimum Bachelor’s degree (Master’s preferred) in business administration, commerce, supply chain or other relevant fields from a leading international university or a local one recognised by the Higher Education Commission (H.E.C.).</p> <p>Experience: Minimum 15 years of relevant work experience in/with a financial institution(s) in Pakistan, with a minimum of 4 years of it in senior management, leading centralised operations (including credit administration, trade processing, procurement, etc.).</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • To formulate trade operations strategy in line with the Bank’s trade business, credit insurance, efficiency & controls, and government objectives, and accordingly ensure achievement of respective KHPs viz budgets (financial & headcount) for Units within his domain. • Ensure that the business implements standards operating procedures for trade in branches to ensure uniformity and maximum output for improved operational risk management. • Ensure the business and his own function adheres to SOPs, Bank Policies & procedures, Regularity guidelines, regulations, operational parameters, and international rules e.g, UCP, URC, URR, ISBP, URDG, TBML etc., and monitors the same to ensure the desired controls with achievement of control and efficiency KPIs in specific and financial targets in general. Also, to ensure compliance with regulatory guidelines at all levels to avoid costly decisions including imposition of penalty. • Ensure consistent measurement of performance functions in operations, for improvement towards achievement of higher level of customer satisfaction, harmonious internal cross-functional relationships, enhancement of capacity and efficiency, including prevention of any leakages of income. • Ensure to operate as an effective liaison with regulatory inspectors / auditors (internal as well as external) as well as branches to ensure resolution of queries and concerns. • Contribute to strategic planning and related decision making for EXIM by proposing a sound operations and

	<p>service delivery strategy in line with the overall strategic plan and strategic choices of the bank.</p> <ul style="list-style-type: none">• Plan and lead the strategic initiatives and develop key performance indicators for the credit/policy administration, treasury operations and general administration functions, that will support the achievement of EXIM's organisational mission, core values and objectives.• Develop the annual budgetary requirements for the achievement of EXIM's operations objectives.• Ensure development, implementation and continuous review and improvement of bank-wide operations policies and procedures including credit administration, policy administration, treasury operations, procurement, general administration, etc.• Ensure strong partnership and working relationships with all other functions (particularly IT, Finance, and business units) to ensure smooth, accurate and efficient processing of transactions and consistent high-quality service delivery.• Support new product and service development providing operations and enablement-focused expertise.• Ensure on-going review of operations capabilities to take advantage of advances in technology, drive process and operating efficiencies while reducing cost; ensure quick and efficient processing cycle times leading to high customer satisfaction for both internal and external customers.• Develop and implement internal control policies and monitoring practices to review service quality, transaction accuracy and other performance measures to minimise errors.• Communicate and enforce the implementation of operations processes and systems to ensure compliance with EXIM's regulatory obligations and to minimise operational risk exposure.• Ensure pre and post-approval compliance of lending/insurance facilities with guidelines, policies, procedures and terms of approval.• Ensure compliance with SBP prudential regulations relating to credit & policy administration and treasury operations.• Lead all aspects of bank-wide back-office processing and support to ensure consistent, error-free operations and service delivery in accordance with agreed performance indicators.
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- Ensure quality and timely delivery of administrative support services such procurement, engineering & maintenance, premises, security, travel, and other general admin matters.
- Oversee all treasury back-office activities including confirmation and settlement of all treasury transactions in a timely manner.
- Develop and ensure the implementation of a robust business continuity plan for EXIM.
- Attract, retain, lead, and develop a team with the right skills and values to meet evolving organisational needs.
- Actively participate and encourage the participation of staff in conferences, seminars, events, ceremonies, etc. to raise awareness of EXIM's capabilities and to drive positive market perception.
- Executing any other duties as and when required by the Senior Management or Line Manager.

Core Competence:

- Proven expertise in leading a high-quality back-office processing function dealing with varying transaction types and business units for large, middle market and SME customers.
- Excellent understanding of foreign trade associated lending and insurance products, and industry practices.
- Ability to structure and lead a fast-paced agile environment with strong emphasis on customer service, accuracy, and quick turnaround times.
- Excellent interpersonal skills; creative under pressure, proven negotiation, procurement, and contracting expertise.
- Effective strategist full of ideas and possibilities; broad interests and knowledge.
- Manages people well; excellent motivator; gets the most and best out of people he/she has; delegates and develops; keeps people informed.
- Ability to problem-solve and clearly articulate objectives and the path to take to implement new processes and programmes.
- Ability to pull together disparate stakeholders as needed.
- 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's mandate.
- Ability to work independently and create goals and vision for delivery in ambiguous, difficult, or new situations.

	<ul style="list-style-type: none"> • Good computer literacy and inclination towards automation. • Excellent team player with an agile mindset, a can-do attitude and ability to take up challenges. • Exceptional execution and evaluation level skills in international trade, and FE Manual, UCP 600, URC, FE regulations and other relevant directives. <p>Communication: Excellent written and oral communication in English and Urdu is mandatory.</p> <p>Behavioral Competencies: Highly positive and motivating to always keep a zealous team ahead. Excellent stress management & people management.</p>
<ul style="list-style-type: none"> • If you possess the credentials in seeking, we want to hear from you. Apply through https://njp.gov.pk (preferably) 'OR' send us your Curriculum Vitae(C.V.)/Resume accompanied by a compelling cover letter that demonstrates your ability to excel in this role and contributing to our groundbreaking initiative set to launch this July. Share your unique qualities & skills which make you a perfect fit for our pioneering team shaping the future of Pakistan's economic growth through international trade. For vacancies mentioning multiple locations please include your preferred location in the cover letter. Mailing address: Head H.R., Export-Import Bank of Pakistan, 5th Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1, Islamabad. • Deadline for the applications submission is 28th of October, 2023. • EXIM Bank reserves the right to reject any/all application(s) without assigning any reason whatsoever. • EXIM Bank reserves the right to relocate employees from time to time. • Females and differently-abled persons meeting the mentioned qualifications & experience are encouraged to apply. • Only candidates shortlisted for interviews will be contacted. 	