



BANGLADESH COMMERCE BANK LTD

CAREER OPPORTUNITY

Bangladesh Commerce Bank Ltd started its journey in 1999. During its long 16 years journey, the bank earned excellent reputation through its extensive products and services. Presently, the Bank is rendering quality services to the customers through its 48 branch all over the country. As a part of continuous expansion, the bank has a plan to open a good number of Branches in the upcoming days. To strengthen its existing team, the Bank is looking for experienced, enthusiastic, hard working, committed, honest and dedicated banking professionals for long term career progression.

Vacancy for	Field of experience	Educational qualification
Branch Managers for Dhaka City, Narayangonj & Chittagong region (SEO/FAVP/AVP/SAVP/VP)	The candidates must have versatile knowledge and practical experience in all areas of Branch Banking Operations, Business Development with high integrity and leadership capability and should have excellent relationship with business community, marketing ability to promote the products and services of the Bank. Minimum 10-18 years banking experience with at least 5-10 years experience as Branch In-charge.	Masters in any discipline or MBA
Internal Control & Audit Division (FAVP/SEO/EO)	Minimum 8-12 years banking experience with at least 4-8 years practical experience as an auditor of Bank. Candidates having practical experience in import & export will be given preference.	Masters in any discipline or MBA
Head of Treasury (VP/SAVP)	Minimum 8-12 years of experience in any commercial bank with at least 4 years experience as Head of Treasury.	Masters in any discipline
Credit Operations (SEO/EO)	Minimum 8-10 years of experience in any commercial bank with at least 6-8 years experience in Loan & Advances.	Masters preferably MBA
Import/Export (FAVP/SEO/EO)	Minimum 6-10 years operational exposure in Import/Export of any commercial bank.	Masters preferably MBA
Legal Affairs Division (EO/FEO)	Minimum 2-5 years of experience in law department of any commercial bank.	LLB (Hon's) along with LLM degree from any reputed university.
Head of Recovery Division (VP/SVP)	Minimum 15-18 years banking experience with at least 5-10 years experience in recovery of loans. The candidates having long experience of recovering difficult classified loans of different banks will be given preference.	Masters in any discipline or MBA
Head of Human Resources Division (SVP/EVP)	Minimum 10-15 years of experience in any commercial bank with at least 8 years experience as Head of HRD. (Key responsibilities) The selected candidate shall responsible to supervise, manage and control the affairs of the Division, formulate Manpower Planning, Succession Planning, Career Planning, Policies relating to employees benefits, welfare, safety in line with organizational development, recruitment of placement of employees on need basis, job analysis of the divisions/branches, job description and job specification of the employees and should have the ability & experience in handling the disciplinary cases, mitigating grievance, counseling the employees and introduce as well as implement the standard performance appraisal system in relation to employee productivity.	Masters in any discipline

Head of Risk Management Division (SAVP/VP)	<p>Minimum 15 years of experience in any commercial bank with at least 4 years experience as an Executive or Head of Risk Management Department of any bank.</p> <p>(Key responsibilities)</p> <ul style="list-style-type: none"> • To co-ordinate between Head Office and regulatory authorities regarding Risk Management issues. • To co-ordinate between Head Office and branches for ensuring compliance of Core Risk Management Guidelines. • To formulate strategies including various risk management concepts for business transactions undertaken by the bank. • Review of Risk Management Guidelines and improvement thereof. • Monitoring the performance of subordinates and assisting them in development of their skills. 	Masters in any discipline (preferably MBA with major in Quantitative Business Analysis)
Database Administrator (FAVP)	Minimum 8 years of experience in the field of database administration.	<p>Post graduation in related field with BSC in CSE/EEE/ETE.</p> <p>Applicant must have OCP certification.</p>
Database Administrator (SEO)	Minimum 6 years of experience in the field of database administration and JAVA Programming.	Post graduation in related field with BSC in CSE/EEE/ETE.

General Requirements:

- *No third Division/class is allowed at any level of education.*
- *Must be well conversant in operating Computer.*
- *Age must not exceed 50 years at any level as on the date of publication of advertisement.*
- *Flexibility to work at any place in the country.*

Note that,

- Designation and Pay package shall be offered to the deserving candidates commensurate with experience, qualification and professional competence.
- Age bar may be relaxed for extensive experienced and other positions may be offered to deserving candidates.
- Only shortlisted candidates will be called for an Interview. BCB reserves the right to accept or reject any/all applications without assigning any reason.

If you think you are the right person & eager to fast track your career in a challenging corporate environment, are invited to apply to become a proud member of BCB family. The application along with detailed CV & 02 recent passport size photograph must reach to Human Resource Division, Bangladesh Commerce Bank Ltd, Head Office, Eunoos Trade Center, level-22, 52-53 Dilkusha C/A, Dhaka by 30-06-2015. Any persuasion will disqualify the candidature.

**Senior Vice President
HUMAN RESOURCES DIVISION**