



**ICB ISLAMIC BANK LTD.**

## **JOB OPPORTUNITY**

**ICB Islamic Bank Limited**, a multi-national Islamic shariah based Financial Institution majority owned by the Malaysian shareholders, invites applications from qualified sound dynamic professionals for following positions :

### **POSITION : HEAD OF INVESTMENT ADMINISTRATION AND SUPERVISION DEPARTMENT (IASD)**

**No of Vacancy : 01**

**Location :** Head Office, Dhaka,

#### **Job Context**

This position is responsible for overseeing the investment (credit) administration function of the Bank.

#### **Job Responsibilities**

- To ensure perfection of documentation in compliance with respective sanction terms.
- To ensure all security documentation are legally enforceable/valid.
- To ensure that the securities are perfected as per approval before utilization of facilities and duly insured where applicable and ensuring that all documents including facility advice letters and / or loan agreements are properly signed by the borrower's authorized signatory in the required places, and ensuring that the signatures are duly verified.
- To ensure that investment (credit) approval is properly reflected in the facility documentation and that it follows the investment (credit) policies as amended from time to time.
- To ensure all required information is received and reviewed for accuracy before releasing facility documents.
- To ensure that ICBIBL is adequately protected at all times through complete, valid, continuing and legally enforceable documents offering valuable consideration for the approved facilities.
- To ensure adherence with ICBIBL's lending policies and procedures, providing guidance when necessary, and making recommendations for enhancements as needed.
- To support Panel Lawyers and Investment (credit) Committee regarding vetting of documentation.
- To conduct the field and onsite visits to verify the proper usage of loan amount/security position.
- To track and monitor distressed loan portfolio,
- To ensure compliance of sanction terms/covenants including investment (credit) rating of all eligible customers.
- To monitor all loan/advances, documentation deficiencies, etc. for earliest perfection.
- To carry out other responsibilities as may be required time to time by the competent authority.

#### **Employment Status**

Full-time

#### **Educational Requirements**

- Masters degree in any discipline preferably in Accounting / Finance from reputed university

#### **Experience Requirements**

- Minimum 05 years' practical experience of working in the Investment (credit) Administration Division of any reputed Bank.

## **Additional Requirements**

- Candidates who have working experience in Centralized Investment (credit) Administration Division/Dept. will be given preference.
- Staying up-to-date with the regulatory laws governing the investment (credit) operation and the current industry trends to monitor performance of approved investment (credit).
- Candidates must be self motivated, target-oriented, able to work under pressure.
- Candidates should have a pleasant personality; be confident, sincere and proactive.
- Excellent interpersonal and communication skill and must be a team player.

If you believe that you are the right person for the above mentioned position by meeting the requirements, please submit in confidence with your updated Curriculum Vitae and recent one copy of passport size photograph **mentioning the position applied for on the subject** at: [recruitment.hrdho@gmail.com](mailto:recruitment.hrdho@gmail.com).

### **Application Deadline: August 16, 2021**

- N.B.:**
- ICBIBL is an equal opportunity employer.
  - Only short listed candidates meeting the required criteria will be called for interview;
  - Any kind of persuasion will lead to immediate disqualification;
  - ICBIBL reserves the right to accept any or reject all applications without assigning any reason whatsoever.