



**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 INTERNAL CONTROL AND COMPLIANCE DEAPRTMENT (ICCD)**

**No of Vacancy : 01**

**Location :** Head Office, Dhaka,

#### **Job Context**

This position is responsible for overseeing Internal Control & Compliance of the Company and report to Board of Directors.

#### **Job Responsibilities**

- Conducting Internal Audit, Special/Surprise Audit and Inspection on Branches, Service Centers and ATM Service Center etc. as per annual audit plan.
- Assessing internal control systems in different functions processes of the banks and testing of its effectiveness.
- Ensuring collection of sufficient & appropriate audit evidences and preservation of working papers
- Escalating the significant risk areas/ control weakness to the line manager.
- Using of true risk based internal audit in different branches, service centers etc. in accordance with BB Guidelines & IIA Standards
- Ensuring proper support, co-operation and co-ordinations to internal divisions/ departments in order to achieve business objective within compliance and control environment.
- Explore effective ways to detect and resolve both application & transaction fraud.
- Co-ordinate with Bangladesh Bank Inspection team if required.
- Prepare & update of audit programs.
- Prepare audit reports, summary reports, conducting closing meeting, finalizing audit reports, rating etc.
- Develops effective senior line management relationships and has a strong understanding of the businesses.
- Demonstrates strong judgment, political astuteness, and sensitivity to cultural diversity.
- Keep up to date internal compliance policy in compliance with latest guidelines issued by Bangladesh Bank

#### **Employment Status**

Full-time

#### **Educational Requirements**

- Bachelor degree in Business Administration/Commerce or Master Degree in any discipline from a reputed university.
- CA, CMA, partially qualified will be added advantage.

- The candidate must possess a minimum CGPA of 3 (out of 4) / minimum 2nd class at graduation/ post-graduation level.BA/BS or equivalent.

#### **Experience Requirements**

- 5 to 7 year(s)
- The applicants should have experience in the following area(s) :  
Auditing, Compliance, Internal Audit

#### **Additional Requirements**

- Age below 45 years
- The position requires frequent travelling within or outside Dhaka.
- Sound knowledge in general banking, credit, foreign exchange, AML etc.
- Well conversant with Bank Companies Act, Bangladesh Bank Circulars & Guidelines, Market Risks, Financial Instruments, IIA Standards, Risk Management etc.
- Excellent interpersonal, communication & presentation skills
- Strong analytical ability & leadership quality
- Strong command over Microsoft Word, Excel & Power Point
- Hard working and ability to work under pressure

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.