



# PUBALI BANK LIMITED

Human Resources Division  
Head Office  
26, Dilkusha Commercial Area  
P.O. Box. 853, Dhaka-1000.  
Bangladesh

## CAREER OPPORTUNITY

Pubali Bank Limited having largest online network in Private Sector Banking with **444 online branches** is seeking to recruit the following positions for its **Card Division** to guide its next phase of innovation and growth:

1. **Division Head** in the rank of General Manager/ Deputy General Manager

**Academic Qualification:**

MBA/ MSc from a reputed university. Having engineering degree in CSE/ EEE or equivalent will be given higher preference.

**Experience:**

- Minimum **15(fifteen)** Years experience in Card Division or Card related organizations
- Head of Card of Banking industry will be given higher preference
- Age not exceeding 50 years as on 31-01-2016
- Experience will be relaxed for highly experienced/qualified candidates

**Responsibilities**

- Leadership role for Card Business, Marketing and Operation
- Planning, organizing and managing the activities of the Card Division
- Operation of Visa and MasterCard (Debit and Credit Card)
- Handling NPSB and regulatory reporting
- Managing Disputes, fraud and risks and formation of different policies

2. **In Charge of Operation Unit** in the rank of Assistant General Manager

**Academic Qualification:**

MBA/ MSc from a reputed university. Having engineering degree in CSE/ EEE or equivalent will be given higher preference.

**Experience:**

- Minimum **10(ten)** years experience in Card Division or Card related organizations
- Working as Head of Operation in Card Division will be given higher preference
- Age not exceeding 40 years as on 31-01-2016
- Experience will be relaxed for highly experienced/ qualified candidates

**Responsibilities**

- Handling transaction, settlement and reconciliation
- Communicating and managing Visa/ MasterCard/ NPSB and other network
- Disputes, frauds and risks Management
- Setting up operation process for card personalization, call center for card activation and ATM and POS network monitoring
- Handling ATM Switching System

### 3. **In Charge of Marketing Unit** in the rank of Assistant General Manager

#### **Academic Qualification:**

MBA (major in Marketing is preferred)/ MSc from a reputed university. Having engineering degree in CSE/ EEE or equivalent will be given higher preference.

#### **Experience:**

- Minimum **10(ten)** years experience in Card Business and Marketing
- Working as Head of Card Marketing in Card Division will be given higher preference
- Age not exceeding 40 years as on 31-01-2016
- Experience will be relaxed for highly experienced/ qualified candidates

#### **Responsibilities:**

- Development of marketing goals and strategy of the Card Division
- Developing marketing plan, conducting marketing researches and monitoring customer needs
- Promotion and advertisement
- Monitoring sales team/ agents

### 4. **In Charge of Credit Card**

In the rank of Assistant General Manager

#### **Academic Qualification:**

MBA/ MSc from a reputed university. Having engineering degree in CSE/ EEE or equivalent will be given higher preference.

#### **Experience:**

- Minimum **10(ten)** years in Credit Card
- Age not exceeding 40 years as on 31-01-2016
- Experience will be relaxed for highly experienced/ qualified candidates

#### **Responsibilities:**

- Planning, organizing and managing credit card business, operation and recovery
- Developing Guidelines
- Developing comprehensive credit policy for issuing Cards
- Evaluating credit proposal
- Developing new products and attributing new features to the existing product
- Ability to report returns/schedules to Bangladesh Bank and Head office

**Compensation package:** Negotiable.

#### **Applications:**

- Interested candidates who fulfill the requirements should submit their **application with CV** addressed to the General Manager, Pubali Bank Limited, Human Resources Division, Head Office, 26 Dilkusha C/A, Dhaka –1000 by **16 March 2016**.
- The name of the post applied for should be clearly written on the envelope and in the application

Only short listed candidates will be called for interview. No TA/ DA will be applicable for this purpose.

Management of the Bank reserves the right to reject any or all applications without assigning any reason whatsoever.