



PUBALI BANK LIMITED

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

Vacancy Announcement for Company Secretary

Pubali Bank Limited having largest online network in Private Sector Banking with 453 Branches and network with a diverse and motivated employees who are ready to take challenge and deliver. Pubali Bank Limited is looking for an experienced professional for the following position.

Company Secretary (in the rank of General Manager)

The key responsibilities of the position include supporting and delivering the functions of the Bank's secretariat/Board Division, along with the functions of the regulatory and governmental requirements.

Accountability:

- Organizing Board Meetings and Annual General Meetings.
- Communicating with the Board of Directors, Shareholders and others.
- Developing and overseeing the systems that ensure the company complies with all applicable codes, in addition to its legal and statutory requirements.
- Keep update of the changes in relevant legislation and the regulatory environment and taking appropriate action.

Requirements:

- M.Com/ MBS/ MBA/ LLM from a reputed University having no 3rd Division/class in any of the examination.
- Chartered Secretary from Institute of Chartered Secretaries of Bangladesh (ICSB) will get higher preference.
- Intense knowledge of Bank company Laws, rules & regulations of Bangladesh Bank, BSEC, CDBL, RJSC, DSE, CSE and submission of returns to those regulatory authorities.
- Minimum 15 years of Banking Experience and at least 05 (five) years in Board & Company affairs.
- Age not over 50 years on 31 December 2016. Age may be relaxed for well experienced candidates.
- Excellent presentation & communication skill in Bangla & English is required.
- Ability to work independently as well as in a team environment.
- Computer literate/ user.

Compensation package: Negotiable

Interested candidates, who meets the requirements of the position, are encouraged to apply with their current CV, three recent passport size photographs, attested copies of all academic & professional certificates to the **General Manager, Pubali Bank Limited, Human Resources Division, Head Office, 26, Dilkusha C/A, Dhaka -1000 latest by 26 January 2017.**

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

The Bank reserves the rights to accept/ reject any application(s) without assigning any reason whatsoever.