



PUBALI BANK SECURITIES LIMITED

(A Subsidiary of Pubali Bank Limited)

HO, A-A Bhaban (7th floor), 23 Motijheel C/A, Dhaka-1000

CAREER OPPORTUNITY

Pubali Bank Securities Limited a subsidiary of Pubali Bank Limited is seeking to recruit **Chief Operating Officer (COO)**.

1. Vacancy

One

2. Job Context

A wholly owned subsidiary of a renowned first generation private Commercial Bank and one of the reputed brokerage houses in the country invites application from dynamic, proactive, self-motivated, talented and experienced professionals with proven record of accomplishments with requisite academic qualifications for the post of **Chief Operating Officer** of the company.

3. Job Responsibilities

- Plan, develop, implement and direct the organization's operational and fiscal function and performance
- Attaining up to date knowledge on technology related to local and foreign capital, money and bond markets
- Supervising the operations of the company to ensure its growth and sustainability
- Represent the company as required, including liaison with regulatory and trade bodies, attendance in important functions, industry events and public meetings
- Ensuring/supervising reporting and correspondences with all regulatory bodies
- Analyze and make recommendations on long term growth initiatives, planning, and introduction of new strategies with changes in regulations
- Create, improve, implement and enforce policies and procedures of the organization that will improve operational and financial efficiency of the company
- Improve the planning and budgeting process and to set and evaluate staff as per Key Performance Indicators (KPI) on a continual basis
- Well conversant with BSEC, CDBL, DSE, CSE and Bangladesh Bank rules & regulations
- Ability to communicate and support the Head of the Company

4. Employment Status

Full-time





PUBALI BANK SECURITIES LIMITED

(A Subsidiary of Pubali Bank Limited)

HO. A-A Bhaban (7th floor). 23 Motiheel C/A. Dhaka-1000

5. Educational Requirements

- Master's Degree preferably in Business discipline from any reputed Public/Private/Foreign University with good academic track record having no Third Class/ Division/ Equivalent GPA/CGPA in the educational records
- Chartered Financial Analysts will be preferred but is not necessary for selection

6. Experience Requirements

- At least 10 year(s)

7. Additional Requirements

- At least 10 (ten) years of experience in related field out of which 03(three) years as Chief Operating Officer/Operations In-Charge of a brokerage company, merchant bank or Asset Management Company
- Knowledge on trading systems, back-office, app-based trading and Order Management Systems (OMS) is a MUST
- Knowledge on Analytics and wealth management is a MUST
- Strong leadership capability
- Strategic state of mind
- Result-oriented

8. Job Location

Dhaka, Bangladesh.

9. Salary & Allowances

Negotiable

Interested candidates who fulfill the requirements shall apply with attested photocopies of all academic & professional experience certificates; 03 (three) attested recent passport size-colored photographs addressed to the Head of Human Resources Division, Pubali Bank Limited, Head Office, Dhaka by **May 19, 2022**.

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

Management of Pubali Bank Securities Limited reserves the right to reject any or all the applications without assigning any reasons whatsoever.

