



Janata Bank Limited

Chief Executive of Janata Capital and Investment Limited

Janata Bank Limited is a state owned commercial Bank, going to recruit a ‘**Chief Executive**’ for its subsidiary company **Janata Capital and Investment Limited (JCIL)** on contractual basis. Applications from Bangladeshi Nationals are invited within 08 April, 2020.

Eligibility of the Candidate

Qualification: FCA/FCMA/FCCA with Master Degree, having 3/4 years Honours in Economics/Finance/Banking/Accounting/Bank Management from any recognized university. No Third Division/Class (Equivalent GPA/CGPA) in any academic result is acceptable.

Professional Experience: At least 15 years’ post qualification job experience in the relevant field including 05 years’ experience in Merchant Bank or Investment Company.

Other Skills: Extensive knowledge of financial and administrative systems; excellent communication skills in English (both oral and written), self-management including ability to prioritize own workload independently and commitment to meet deadlines.

Age: Between 45-55 years as on 08 April, 2020 (May be relaxed for deserving candidate).

Remuneration Package: Attractive salary and other benefits would be offered.

Contractual Period: Initial contract period will be 2 (two) years and next extension may be considered on the basis of performance.

Job Location: Janata Capital and Investment Limited, 48 Motijheel C/A, Dhaka-1000.

Terms of Reference (ToR): Supervise and oversee the entire merchant banking activities like Issue Management, Underwriting, Portfolio Management, Corporate Advisory Services and Fund Arrangements etc. and its employees with full command and authority thereafter report directly to the Board of Directors of JCIL. Prepare a long-term, mid-term and short-term plan with a view to developing the performance of JCIL. Oversee and lead the business & function of securities brokerage, institutional sales, wealth management, dealing customer services and expand the business of the company. Create annual operating plans that support strategic direction set by the Board and correlate with annual operating budgets and submit annual plans to Board for approval. Evaluate and analyze the proprietary portfolio, ways to maximize return and minimize risk, and maintain a robust balanced portfolio for potential growth on the other hand. Collect and analyze fundamental and technical measures for the success of the organization's program efforts and refine or change programs in response to that information. Promote a culture that reflects the organization's values, encourages good performance, and rewards productivity. Ensure all the workflows and operational processes comply with regulations and compliance. Review the stock market conditions and at the same time forecast the future trend to formulate an appropriate long-term action plan. Connect regularly with other merchant banks to explore business opportunities and if necessary, to evolve common operation platform. Analyze the trend in overall merchant bank to keep Janata Capital and Investment Limited in the top position.

Make recommendations to Ministry of Finance, Bangladesh Securities & Exchange Commission and Stock Exchanges on various capital market issues including new products, new financial services and new financial infrastructure for improvement of the capital market. Undertake investors’ engagement program to improve market based knowledge of small investors and enhance investors’ services periodically in the line with SEC rules and regulations. Oversee the margin loans provided to investors on due diligence to ensure proper utilization and timely recovery. Take appropriate measures to ensure compliance with all relevant laws, regulations, directions etc. of Bangladesh Security Exchange Commission, Bangladesh Bank, Ministry of Finance, Dhaka Stock Exchange and Chattogram Stock Exchange. Participate in meetings with stakeholders specially Bangladesh Securities and Exchange Commission, Bangladesh Bank, Stock Exchange and other agencies. Adopt measures for corporate governance and institutional good governance in Janata Capital Investment Limited (JCIL) and exercise the executive power.

Submit the Company’s report to Board of Directors (BoD) about the detail issue management and activities, investment, achievement and financial position carried out time to time. Develop performance indicators with the help of Management Team, submit them to the Board for approval, and inform those to the Board of Directors of the holding company (JBL). Take all the necessary measures to design, accounting & auditing procedures and risk management. Assess the financial position and prepare a management plan that establishes goals and objectives for the JCIL management in various areas of operation. Take ultimate responsibility for planning and implementing all the target/goal of JCIL. Ensure compliance with all reporting requirements and act as liaison with counterparts. Make sure that all tasks are completed within pre-agreed time limits. Assume responsibility for the right sizing of the merchant banking activities to achieve the goal. Submit a quarterly performance report to the Board of Directors of JCIL. Perform the other activities time-to-time assigned by the Board of Directors of JCIL as well as Janata Bank Limited.

Application Instructions: If you are confident, please send application addressed to the DMD (HR), Janata Bank Limited, Head Office, 110 Motijheel C/A, Dhaka-1000 along with your updated CV, photocopies of all academic and experience certificates & 2 (Two) copies of PP size photograph.

Md. Zikrul Hoque
Deputy Managing Director.