

LOOKING FOR COMPANY SECRETARY



Community Bank Bangladesh Limited, a concern of Bangladesh Police Kallyan Trust, has been established with a vision to serve communities with the tailor made secured solutions abiding by the highest level of corporate governance. It aims to contribute to the economic growth of the country by providing financial products & services to the communities across geographies. State-of-the-art Core Banking System is an enabler to operate centrally in optimum magnitude. Community Bank runs on its three core building blocks i.e. Trust, Security and Progress.

Position: Company Secretary

Key Job Responsibilities:

- Organize Board Committee Meetings following strict compliance with corporate governance guidelines, Company Law, Bank Company Act and Bangladesh Bank regulations.
- Communicate with Board of Directors, Shareholders and other relevant stakeholders.
- Coordinate with other departments for preparation of Board memos and circulate to the members of the Board of Directors.
- Keep up to date with any regulatory or statutory changes and policies that might affect the Bank and take appropriate action.
- Manage the proceedings of AGM & EGM successfully and to ensure due compliance.
- Maintain good relationship with Regulatory Bodies, SEC, DSE, CSE, etc.

Educational Requirements:

- Master's in Business, Bank Management, Economics, Law or any relevant subjects from a reputed university with no third division in academic records.
- Professional qualification such as CS/CA/CMA will be given preference.

Experience Requirements:

- Minimum 12 (Twelve) years' working experience and at least 05 (Five) years in Board & Company Affairs in leading commercial banks/NBFIs.
- Experience in IPO will be treated as plus.

Special Requirement:

Intense knowledge in Company Laws, Bank Company Act, Rules and Regulations of Bangladesh Bank, BSEC, CDBL, RJSC, DSE, CSE and submission of returns to those regulatory authorities.

Competencies & skills:

- Smart, team player, paired with agile mindset and can-do attitude.
- Good communication skills in Bangla and English.
- Very good skills in MS Office

Job Location: Dhaka

Job Grade & salary will be in commensurate with experience and profile of the candidate.

Application Procedure:

Interested candidates are requested to visit bdjobs.com for detail information and submission of application within **February 18, 2022**. Incumbent can also email his or her detailed CV to hrd@communitybankbd.com within the stipulated deadline. No hard copy of application will be accepted.

We are an equal opportunity employer.