



STATE BANK OF PAKISTAN

State Bank of Pakistan, the Central bank of the country, regulates the monetary and credit system of Pakistan and fosters its growth in the best national interest with a view to securing monetary stability and optimum utilization of the country's productive resources.

SBP is looking for a high caliber and dynamic professional as Corporate Secretary. The candidate is expected to demonstrate understanding of economic and financial sector issues. The position is based at Karachi.

We are an equal opportunity employer.

Corporate Secretary	
<p>The responsibilities of incumbent will include:</p> <ul style="list-style-type: none"> • Provide secretarial services to the Central Board of Directors of SBP, its Subsidiaries and Committees. • Efficiently, timely record, disseminate minutes of meetings, follow-up and status reporting on implementation of decisions. • Draft/prepare memorandums to the Central Board and its various Committees. • Coordinate with departmental heads to collect information related to implementation of CMT decisions, prepare the status report for submission to Governor on weekly basis. • Conduct meeting of various committees of the Central Board and act as Secretary and facilitator to the meetings. • Manage provision of effective protocol duties to various dignitaries from Foreign Banks, Central Board, IMF/World Bank. • Ensure holding of Central Board meetings under proper code of conduct within stipulated time frame with utmost confidentiality/ quality. • Coordinate with Federal Government and other stakeholders regarding SBP Board related matters. • Facilitating improvements in corporate governance of SBP and its subsidiaries and keeping abreast with changes in legal infrastructure and internal policies and procedures of the Bank. • Review the Memorandums and documents including the drafts of Annual and Quarterly Reports as well as Monetary Policy Statements drafts and data before they are sent to the Board to ensure consistency. • Managing centralized database of correspondence and meetings with the key stake holders and back up arrangements for senior management positions. • Exercise overall supervision of departmental affairs and ensure that applicable rules and regulations are followed. • Manage, supervise human and financial resources of the office of Corporate Secretary, and organize official events. 	
Eligibility Criteria	
Education	<ul style="list-style-type: none"> • Masters degree in Business Administration, Commerce, Economics or Public Administration or a related discipline from HEC recognized University or an equivalent degree from a reputable Foreign University. Candidates having additional professional qualification/certifications in corporate governance/secretarial services will be preferred.
Age	<ul style="list-style-type: none"> • Maximum 50 years, relaxation may be allowed in case of highly qualified and more experienced candidates.
Experience	<ul style="list-style-type: none"> • Must have at least 15 years of post-qualification experience out of which 10 years in supervisory capacity in corporate affairs or corporate secretarial area. Candidates working with the Board of Directors of a large and prestigious organization will be preferred.
Core Competencies	<ul style="list-style-type: none"> • Must have in depth knowledge of Code of Corporate Governance/Banking Laws and good understanding of country's Economy in general and Banking and Financial system in particular. • Superior skills in Communication and Coordination, Planning & Organizing, Organizational Awareness and Relationship Building. • Highest level of professional integrity and should be able to work under pressure to meet tight deadlines.
Compensation Package	<ul style="list-style-type: none"> • Monetized salary within approved salary scale of OG-7, commensurate with experience and qualifications of the candidate. • Medical facility as per Bank's rules. • Car as per Bank's rules. • Staff Loans and other benefits, facilities and allowances as admissible under New Compensation & Benefits Structure as per Bank's rules.
<p><u>Application Procedure:</u></p> <p>Interested Pakistani nationals meeting the above mentioned eligibility criteria for the positions may send their detailed CV along with copies of educational documents, experience certificate, CNIC, domicile and a recent photograph to Director, Human Resources Department, State Bank of Pakistan, 10th floor, Main Building, I.I. Chundrigar Road, Karachi-74000, latest by August 22, 2014. Please clearly mark the envelope with the position applied for.</p>	

Misinformation and any attempt to influence the selection process will be considered a definite disqualification for current as well as for all future recruitments in the Bank, even if the candidate is otherwise qualified.