



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. To strength its human resources, SBP is looking for high caliber and dynamic professionals as Executive Secretaries for the Offices of Governor/Deputy Governors. The positions are based in Karachi.

Executive Secretary (OG-3)

The key responsibilities associated with the position include, but not limited to, the following:

- Prepare routine responses/replies and check and verify draft for accuracy and transcribe dictated responses to various cases by the Executive.
- Receive dictation from the Executive and transcribe on computer accurately and efficiently.
- Maintain complete record of Executive's engagements and communicate meeting schedule on daily basis.
- Inform the Executive of all the next day appointments before close of the day.
- Arrange meetings/ appointments of the Executive.
- Arrange all logistics for meetings including arrangement of meeting room, refreshment, relevant paper / material etc well before time.
- Prepare draft documents on the computer as instructed by the Executive.
- Manage and monitor a database of incoming and outgoing mails and ensure their delivery on time.
- Ensure delivery of incoming mails to respective stakeholder the same day.
- Follow up implementation/ progress of the executive's instructions on various matters on timely basis.
- Prepare Status Report on progress and outstanding cases for the executive on weekly basis.
- Maintain the general filing system and file all correspondence.
- Assist in the planning and preparation of Executive Meetings and conference telephone calls.
- Ability to organize and manage competing priorities.

Eligibility Criteria

Education	▪ Masters degree or equivalent, candidates having diploma in Secretarial course will be preferred.
Age	▪ Maximum 40 years, relaxation may be allowed in case of highly qualified and more experienced candidates.
Experience	▪ Minimum 5 years of experience in a reputable organization in the similar capacity.
Competencies	<ul style="list-style-type: none"> ▪ Adequate knowledge of MS office and typing speed of at least 40 words per minute ▪ Excellent presentation, verbal and written communications skills; ability to constructively deal with conflict and afford effective resolutions.
Compensation Package	<ul style="list-style-type: none"> ▪ Negotiated Monetized salary within the approved Salary Scale of OG-3, commensurate with the experience and qualifications of the candidate. ▪ Medical facility as per Bank's rules. ▪ Staff Loans & other benefits, facilities and allowances as admissible under the New Compensation & Benefits Structure as per Bank's rules.

Application Procedure:

Interested Pakistani nationals meeting the above mentioned eligibility criteria for the position may send their detailed CVs along with copies of educational documents, experience certificate, CNIC and a recent photograph to the Director, Human Resources Department, State Bank of Pakistan, 10th Floor, Main Building, I.I. Chundrigar Road, Karachi-74000 latest by April 08, 2014. Please clearly mark the envelope with the position applied for. Only short listed candidates will be contacted.

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.