



# STATE BANK OF PAKISTAN

## SBP BANKING SERVICES CORPORATION

### Recruitment of Executive Secretary (on contract)

SBP Banking Services Corporation (SBP BSC) was established in 2001 as a wholly owned subsidiary of State Bank of Pakistan. As an operational arm of State Bank, SBP BSC operates through a network of 16 Field Offices across the country having its Head Office at Karachi. For further details, please visit our website [www.sbp.org.pk/sbp\\_bsc](http://www.sbp.org.pk/sbp_bsc). In order to further strengthen its human resources, SBP BSC invites applications from talented Pakistani/AJK nationals possessing requisite qualification and experience for the position of Executive Secretary (on contract).

#### Principal Responsibilities

- To perform all executive secretarial tasks including transcribing and proofreading confidential correspondence, preparing routine responses, scheduling appointments and maintaining confidential files and other material essential for the use of the Executive.
- To maintain calendar of appointments for the Executive, ensuring the Executive is apprised of all appointments and changes as well as matters requiring immediate attention.
- Ability to use automated office systems to prepare letters, memoranda and reports in accordance with established office and departmental policies and procedures.
- To open and screen mail addressed to the Executive, answer routine mail independently and route other mail with background material as necessary.
- To screen complaints and inquiries from employees, public officials, the press and the general public addressed to the Executive.
- To gather appropriate material from the Executive to respond to routine inquiries.
- To coordinate and directly supervise the activities of administrative support staff.
- To maintain all files for the Executive, ensuring that material is properly marked and accessible for immediate use.
- To coordinate all travel arrangements for the Executive.
- To assist in the planning and preparation of meetings and conference telephone calls.
- To prepare periodic status report on progress of outstanding cases for review of the Executive.
- To perform the tasks assigned by the Executive.

#### Eligibility Criteria

**Qualification:** 14 years of education from HEC recognized university or from a reputable foreign university. In case the degree is obtained from a foreign university, equivalence certificate from Higher Education Commission (HEC) is to be submitted at the time of interview. Candidates having diploma in Secretarial Services/Office Management/Administrative Skills will be preferred.

**Age:** Maximum **35** years as on the last date of submission of application to SBP BSC.

**Experience:** At least **3** years relevant post qualification experience in a reputable organization.

#### Competencies:

- Adequate knowledge of MS office.
- Excellent presentation, verbal and written communication skills.

#### Selection Procedure

The short-listed candidates will be required to appear in an interview before the selection board. The selected candidates will be inducted on contract basis initially for a period of two (02) years which may be further extended, based on their performance and conduct during the contract period.

#### Compensation Package

The selected candidates will be offered market competitive salary and other benefits as per Bank's rules.

#### Place of Posting

The selected candidates will be required to work at Head Office of SBP BSC at Karachi or at any of its 16 Field Offices across the country.

#### Application Procedure

Interested Pakistani and Azad Jammu & Kashmir (AJK) nationals meeting above mentioned criteria may apply on the prescribed application form which can be downloaded from SBP BSC website [www.sbp.org.pk/sbp\\_bsc](http://www.sbp.org.pk/sbp_bsc) or can be obtained free of cost from any field office across the country. Duly filled in application form along with updated CV must reach at the following address within 15 days of publication of advertisement

**Senior Joint Director**  
Talent Resourcing Division  
Human Resource Management Department  
State Bank of Pakistan  
SBP Banking Services Corporation, Head Office  
I.I. Chundrigar Road, Karachi  
UAN # 111-727-111

Please mark the envelope with the position applied for.

Only short-listed candidates will be contacted. Female candidates are encouraged to apply. Incomplete/delayed applications will not be entertained. Applications submitted in person or sent through e-mail will not be entertained. 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.