



**SONALI BANK LIMITED**  
**Head Office, Dhaka**  
**Human Resource Development Division**

**Request for Expression of Interest for Selection of CEO for Sonali Investment Limited**  
**(a subsidiary of Sonali Bank Limited)**

Applications are invited from bonafide Bangladeshi nationals to the post of Chief Executive Officer of Sonali Investment Limited on contractual basis.

**Functions, Duties and Responsibilities:**

The functions, duties and responsibilities shall be :

01. To supervise and oversee the entire activities of the merchant bank and its employees with full command and authority.
02. To prepare strategy outlining the policies and actions of the merchant bank for its operational success.
03. To evaluate and analyze the proprietary portfolio of the bank and ways to maximize return and minimize risk on the one hand, and other hand maintain a robust and balanced portfolio for future growth potentials.
04. To review the stock market conditions and at the same time forecast the future trend to formulate an appropriate long term action plan.
05. To interact regularly with other merchant banks to explore business opportunities and if necessary, to evolve common operation platform.
06. To analyze the trend in overall merchant bank universe to keep Sonali Investment Limited in top position.
07. To formulate comprehensive plans to encourage and motivate Sonali Bank Limited funded profitable and well run companies to make IPO and issue bonds. This may require regular dialogue with prospective companies.
08. To make recommendations, to Ministry of Finance, Bangladesh Securities and Exchange Commission and stock exchanges on various stock market issues including new products, new financial services and new financial infrastructure for improvement of the capital market.
09. Periodically undertake investors engagement program to improve investor relationship and enhance investors services.
10. To oversee that the margin loans provided to investors are based on due diligence to ensure proper utilization and timely by recovery.
11. To take appropriate measures to ensure compliance with all relevant laws, regulations, directions etc.
12. To participate in meeting with stakeholders specially Bangladesh Securities and Exchange Commission, Bangladesh Bank, Stock Exchanges and other agencies.
13. To adopt measures for corporate governance in the merchant bank.
14. The CEO must submit the Company's report to Board of Directors (BoD) about the details of the activities, investment, achievement and financial position carried out time to time.

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**The intending/prospective candidate must fulfill the following eligibility criteria and conditions:**

**1. Academic Attainments :**

The candidate should be post-graduate(Masters) in Finance/Banking/Marketing/Accounting/ Management/ Statistics/ Economics or Business Administration. 3<sup>rd</sup> Division/ 3<sup>rd</sup> Class (Equivalent CGPA) in any academic examination is not acceptable.

**2. Executive Experience :**

- i) The candidate should have at least 10(Ten) years working experience in any investment bank/ merchant bank.
- ii) The candidate should have in depth knowledge on capital market.
- iii) The candidate should be familiar with SEP/ ERP and other financial Applications.
- iv) Hands-on experience in share trading will be given preference.
- v) Management of IPO will also be given preference.
- vi) The candidate must be fully conversant with the regulations, laws, directives and practices of Bangladesh Securities and Exchange Commission, Dhaka Stock Exchange, Chittagong Stock Exchange and other relevant agencies.
- vii) The candidate must have the ability to undertake share valuation exercises.
- viii) The candidate must be able to guide the employees of the Merchant Bank.

**3. Age Limit :**

Not below 50(fifty) and not above 65(sixty five) years on the closing date of the submission of job application.

**Remuneration** : Negotiable.

**Tenure**: 02(Two) years on contractual basis.

**Submission of Application:**

Complete application must be submitted to the following address by **26/12/2017**.

The application must have detailed curriculum vitae with a recent photograph, attested copies of all academic and experience certificates, permanent address, contact addresses (mailing address, e-mail, telephone/mobile number etc.), an appreciation of the assignment in one page.

Bank reserves the right to accept or reject any application or terminate the process without assigning any reason.

General Manager  
Human Resource Development Division  
Sonali Bank Limited  
Head Office, Dhaka-1000

