



SONALI BANK LIMITED
Head Office, Dhaka



শপথ মোদের মুজিব বর্ষে
আমরা থাকবো সবার শীর্ষে

Request for Expression of Interest for selection of Chief Executive Officer (CEO) in the rank of General Manager of Sonali Investment Limited (SIL) a subsidiary company of Sonali Bank Limited.

Sonali Bank Limited established 'Sonali Investment Limited (SIL)' in 2010 as a subsidiary company to develop the capital market. The objectives of this company is to act as a full-fledged merchant bank with undertaking operations like issue management, underwriting and portfolio management. Its authorized capital is tk.5,000 million and paid up capital is tk.2,000 million. At present the company is operating its business through 04 (four) branches in Dhaka. The basic functions, duties and responsibilities as well as eligibility criteria of CEO of SIL are stated below:

The functions, duties and responsibilities shall be:

- 1) Plan, develop, implement and direct the organization's operational and fiscal function and performance.
- 2) Act as a strategic partner by developing and implementing the bank's plans and programs.
- 3) To review the stock market conditions and at the same time analyze and make recommendation on the impact of long-range growth initiatives, planning and introduction of new strategies and regulatory actions.
- 4) Oversee the Portfolio Management Division, encompassing sales & trading, research and managed funds.
- 5) Supervise and direct strategic advisory, capital structure reviews, valuation analysis, transaction strategy and execution for equity and debt offerings in the Corporate and Structured Finance Division.
- 6) Develop credibility and authority for the finance leadership team by providing accurate analysis of budgets, reports and financial trends and operational procedures in order to assist the Board of Directors (BoD) and senior executive team.
- 7) To analyze the trend in overall merchant bank universe to keep Sonali Investment Limited in top position.
- 8) Create, improve, implement and enforce policies and procedures of the organization that will improve operational and financial effectiveness of the company.
- 9) Communicate effectively and establish credibility throughout the organization and with the Board of Directors as an effective developer of solutions to business challenges.
- 10) Provide expert financial guidance and advice to others within executive leadership.
- 11) Improve the planning and budgeting process on a continual basis by educating departments and key members of corporate leadership.
- 12) Provide strategic input and leadership on decision making issues affecting the organization; specifically relating to the evaluation of potential mergers, acquisitions or partnerships.
- 13) Optimize the handling of banking relationships and work closely with CFO to foster and grow strategic financial partnerships.
- 14) Work with finance team to develop a solid cash flow projection and reporting mechanism, which includes setting a minimum cash threshold to meet operating needs.
- 15) Act as a strategic advisor and consultant offering expert advice on contracts, negotiations or business deals that the corporation may enter into.
- 16) Evaluate company's financial, operational and sales and marketing structures to plan for continual improvements and a continual increase of operating efficiencies.
- 17) Mentor and interact with members of staff at all levels to foster growth and encourage development among senior executive team and all members of staff.
- 18) Maintain awareness of the competitive market landscape, expansion opportunities and industry developments.



- 19) Assess risks and ensure the monitoring and minimization. Ensure the maintenance of high social responsibility through the organization.
- 20) 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.
- 21) Periodically undertake investors engagement program to improve investor relationship and enhance investors services.
- 22) To oversee that the margin loans provided to investors are based on due diligence to ensure proper utilization and timely by recovery.
- 23) 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.

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. 3rd Division / 3rd Class (Equivalent CGPA) in any academic examination is not acceptable.

2. Executive Experience :

- i) The candidate should have at least 15 (Fifteen) years of working experience in well reputed commercial banking/investment banking/merchant banking/financial institute. Having working experience as a CEO/MD of any investment Company/Merchant Bank will be given a preference in the selection process.
- ii) The candidate should have in depth knowledge in the capital market; share trading, bond trading and CDBL activities.
- iii) The candidate must have the ability to undertake share and bond valuation exercises, fundamental and technical analysis and the tasks of measurement and management of risks related to investment in the capital market.
- iv) Understand Capital restructuring, Merger and Acquisition, Underwriting and also primary and secondary equity market.
- v) The candidate having knowledge and experience of issuing IPO and bonds will gain advantage. Management and training on the capital market will also be given preference by the recruitment board.
- vi) The candidate must be fully conversant with the regulations, laws, directives and practices of Bangladesh Securities and Exchange Commission (BSEC), Dhaka Stock Exchange (DSE), Chittagong Stock Exchange (CSE) and other relevant institutions.
- vii) The candidate must have an excellent understanding of BSEC rules in Capital Issue and Public Issue (IPO/RPO/Rights Issue/Direct Listing) of shares and also Debt securities.
- viii) The candidate must also be familiar with the company law, company affairs, corporate meeting and relevant resolutions.
- ix) The technical skill of ICT including windows, computer spreadsheet, MS office, Internet, E-mail are necessary to have by the candidate who should be competent to operate computers with relevant business software independently.
- x) The preference will be given to the candidate having knowledge of company accounting with latest BFRSs and BASs and a good understanding of financial statements as well as analysis capability.
- xi) Having professional degree like CMA/CA/CFA by the candidate will be given a preference in the selection process.
- xii) Ability to work under pressure and must be a proactive change agent.
- xiii) The candidate must be able to guide the employees of Sonali Investment Limited.

3. Remuneration: Attractive salary will be given but it is negotiable.

4. Age Limit : Not above 62 Years



Tenure: 03(Three) years on contractual basis.

Submission of Application:

Complete application must be submitted to the following address by **04/07/2021**.

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 (Incharge)
Sonali Bank Limited
Human Resource Development Division
Head office, Dhaka.

