



House Building Finance Company Limited

Excellent Career Opportunity

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable housing solutions to the low-middle income group of the population. The Company operates through its deep rooted national footprint of 51 branches. As a part of organizational transformation and to strengthen its human resource base, HBFC is looking for high caliber and dynamic professionals for the following contractual positions, based in Karachi.

1. Senior Vice President/ Group Head, Credit Management

Key Responsibilities

- Develop and implement credit policy of the organization as per business plan ensuring legal and regulatory compliance
- Review and strengthen credit administration (CAD) function, processes and procedures
- Evaluate and present credit proposals to the Credit Committee after due diligence
- Monitor performance of the loan portfolio and submit reports to the management on periodic basis
- Provide active inputs to the products and marketing function to develop new products and related pricing strategies
- Review status of non-performing loans and prepare analytical reports

Eligibility Criteria

Education: ACA, ACMA, ACCA, Masters/ Bachelors degree (16 years of education) in the field of Business Administration/ Public Administration/ Finance/ Accounting/ Commerce/ Marketing or related field from HEC recognized institutions.

Experience: 15 years relevant experience.

Age: 50 years (as on last date of submission of application)

2. Vice President, Project Management

Key Responsibilities

- Appraise and process Company's construction projects and oversee maintenance of Company's properties
- Recommend selection of consultants/ contractors as per legal and regulatory guidelines and Company policies
- Prepare feasibility reports of projects
- Establish liaison with federal/ provincial/ local authorities for approval of projects
- Manage rental agreements, purchase and renovation of Company offices

Eligibility Criteria

Education: BE (Civil) or related field from HEC recognized institution. Candidates having certification in Project Management will be preferred.

Experience: 10 years relevant experience.

Age: 45 years (as on last date of submission of application)

3. Vice President, Internal Audit

Key Responsibilities

- Review audit policy as per best market practice and regulatory requirements
- Provide strategic support in formulation of internal audit plan and strategy
- Identify key risk areas and ensure mitigation of risk through various models
- Manage internal audit assignments and develop annual audit plan
- Coordinate with Board's Audit Committee through Chief Internal Auditor for effective execution of audit assignments

Eligibility Criteria

Education: ACA, ACMA, ACCA, Masters/ Bachelors degree (16 years) in Finance, Accounting, Commerce or related field from HEC recognized institutions.

Experience: 10 years relevant experience.

Age: 45 years (as on last date of submission of application)

Note : In case where the candidates possess exceptional qualification/ experience, eligibility criteria may be relaxed.

Competencies

The candidates applying for above positions must have following minimum competencies:

- Excellent communication, presentation and interpersonal skills.
- Strong research writing & analytical skills.
- Thorough understanding of related legal and regulatory environment.
- Strong organizational and resource management skills.

Compensation

Market based compensation package commensurate with qualification / experience will be offered to the selected candidate.

Application Procedure

Interested candidates meeting the above mentioned eligibility criteria are required to submit online job application at www.hbfc.com. Existing HBFC employees who meet the relevant eligibility criteria may also apply for the said positions.

Application Deadline: 18 March, 2019

Only short listed candidates will be contacted. Incomplete / delayed applications will not be entertained. Female candidates are encouraged to apply.

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



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"SAY NO TO DRUGS"

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