

Excellent Career Opportunities

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

1. Assistant Vice President, Risk Management - Karachi

- Develop different risk models as per organizational risk management strategy.
- Implement risk based guidelines on credit, market, liquidity and operational risk.
- Able to supervise information security management.
- Develop enterprise-wide risk management & reporting frameworks.
- Ensure reporting of accurate financial information to regulatory authorities.
- Evaluate and monitor risk related to third party services.

2. Assistant Vice President, Compliance - Karachi

- Formulate and implement compliance policies and procedures.
- Identify compliance risk associated with the company's business activities.
- Ensure compliance of instructions issued by various regulatory authorities.
- Conduct investigations as and when required.

3. Manager, Pre-Audit - Karachi, Lahore and Islamabad

- Conduct audits mainly in credit administration setup at regional offices to evaluate mortgage loans and related documentation.
- Examine cases related to various processes and ensure compliance of applicable rules and policies.
- Provide value addition in the overall audit process.

4. Manager, AML / KYC - Karachi

- Develop and implement AML/KYC/ CFT policies.
- Develop and maintain risk assessment framework for products and services.
- Coordinate with stakeholders to obtain KYC requirements.
- Evaluate end-to-end processes to develop a high productive culture.

5. Assistant Manager / Compliance Coordinator- Karachi

- Ensure successful completion of assigned tasks through active coordination.
- Communicate with internal and external stakeholders.
- Organize and facilitate workflow.

6. Manager, IT Risk Management - Karachi

- Develop IT risk management and information security framework, methodology, policies & standards.
- Review security controls at data base, network and applications.
- Ensure completeness of legal/ security documentation as per applicable policies & procedures.
- Implement regulatory guidelines related to enterprise IT technology and security.

Eligibility Criteria

Education

Sr. No. 1 to 5 - ACA, ACMA, Masters / Bachelors degree (16 years of education) in Business Administration, Public Administration, Finance, Accounting, Commerce, Economics or related field from HEC recognized institutions.

Sr. No. 06 - Masters / Bachelors degree (16 years of education) in Information Technology or related field from HEC recognized institutions.

Age / Experience

As on last date of submission of application:

Position	Age (Max)	Relevant Experience (Min)
Assistant Vice President	45 years	08 years
Manager	40 years	04 years
Assistant Manager	35 years	02 years

Competencies

- Good communication, presentation & interpersonal skills
- Strong research writing & analytical skills
- Adequate knowledge of relevant rules, policies standards and industry dynamics

Note: Eligibility criteria may be relaxed in case the candidate possesses exceptional qualification / experience.

Compensation

Market based compensation package commensurate with qualification and 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: 14 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"