



ICB ISLAMIC BANK LTD.

JOB OPPORTUNITY

ICB Islamic Bank Limited, a multi-national Islamic shariah based Financial Institution majority owned by the Malaysian shareholders, invites applications from qualified sound dynamic professionals for following positions :

POSITION : DEPUTY HEAD OF HUMAN RESOURCES DEPARTMENT

No of Vacancy : 01

Location : Head Office, Dhaka.

Job Context

This position is responsible to facilitate the whole gamut of HR activities.

Job Responsibilities

- Facilitate overall recruitment and selection process
- Reference & background screening of the suitable candidates
- Assist in new account opening of employees
- Facilitate the in-house training program
- Regular attendance monitoring
- Leave record management and update
- Maintain liaison with different Universities
- Periodic visit to the branches
- Assist in Performance Appraisal system
- Assist the Head of the department in different HR related issues

Employment Status

Full-time

Educational Requirements

- MBA (Major in HR)

Experience Requirements

- 3 to 5 year(s) in the relevant field at reputed Banks/Financial Institutions.

Additional Requirements

- Age below 35 years
- Staying up-to-date with the HR related rules, regulatory and policies
- Candidates must be self motivated, target-oriented, able to work under pressure.
- Candidates should have a pleasant personality; be confident, sincere and proactive.
- Excellent interpersonal and communication skill and must be a team player.
- Candidates must have sound computer knowledge, mainly in excel.
- Ability to work under extreme pressure.

If you believe that you are the right person for the above mentioned position by meeting the requirements, please submit in confidence with your updated Curriculum Vitae and recent one copy of passport size photograph **mentioning the position applied for on the subject** at: recruitment.hrdho@gmail.com.

Application Deadline: June 05, 2021

- N.B.:**
- ICBIBL is an equal opportunity employer.
 - Only short listed candidates meeting the required criteria will be called for interview;
 - Any kind of persuasion will lead to immediate disqualification;
 - ICBIBL reserves the right to accept any or reject all applications without assigning any reason whatsoever.