



# WE ARE HIRING

## CAREER OPPORTUNITY at PADMA BANK LIMITED

### Position: Chief Human Resources Officer (CHRO)

Padma Bank Limited, an emerging private commercial bank is currently progressing through transformation and strategic change management with an aspiration to become a leading banking financial institution within the next 3-5 years. The bank's strength lies in its equity foundation, where 68% of the equity is held by 4 Nationalized Commercial Banks and 1 Nationalized Financial Institution ie. Sonali Bank Limited, Janata Bank Limited, Agrani Bank Limited, Rupali Bank Limited and Investment Corporation of Bangladesh. Bank has 60 Branches, 8 Sub Branches, 5 Islamic Banking Windows, 7 Agent Banking Centres focusing in Corporate, SME and Retail Banking which are ably supported by a state of the art Core Banking System. The bank has also embarked on its journey towards Digital Transformation and Centralization to convert into a Smart and technologically advanced banking platform, with strong Governance, Compliance and Risk Management focus.

The bank is currently looking for the position of **Chief Human Resources Officer (CHRO)**, who will be spearheading the transformation and change management agenda of the bank from HR perspective.

#### **Job Summary:**

The Chief Human Resource Officer (CHRO) is responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation. The CHRO provides strategic leadership by articulating HR needs and plans to the executive management team, shareholders and the board of directors. The position will be a Senior Management Team (SMT) position.

#### **Duties/Responsibilities:**

- Establish and implement HR efforts that effectively communicate and support the company's mission and strategic vision.
- Develop HR plans and strategies to support the achievement of the overall business operations objectives.
- Function as a strategic business advisor to the executive/senior management of each business unit or specialty group regarding key organizational and management issues.
- Work with the company's executive management team to establish a sound plan of management succession that corresponds to the strategy and objectives of the company.
- Develop comprehensive strategic recruiting and retention plans to meet the human capital needs of strategic goals.
- Develop and implement comprehensive compensation and benefits plans that are competitive and cost-effective.
- Provide overall leadership and guidance to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation and benefits.
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#### **Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Thorough knowledge of employment-related laws and regulations.
- Knowledge of and experience with varied human resource information systems.
- Proficient with Microsoft Office Suite or related software and technology surround system.

#### **Education and Experience:**

- A post graduate from highly acclaimed Public/Private Local/International Universities preferably holds an MBA/MS in human resources management or related field.
- A minimum of 15+ years of HR experience, with at least five years of executive HR experience as Head of the Division, preferably in Banking Financial Institutions.
- Should possess strong and in-depth understanding across all sub-functions of HR.
- SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) certification preferred but not mandatory.

#### **Application and review process:**

Interested candidates who meet the above requirements and are ready to take the responsibilities and challenge are requested to apply with a recent passport size photograph through email: [hrd@padmabankbd.com](mailto:hrd@padmabankbd.com) or hardcopy to **HRD, Padma Bank Limited, Corporate Head Office, Lotus Kamal Tower-2, Level 5, 59 & 61, Gulshan South Avenue, Gulshan-1, Dhaka-1212** by mentioning the position applied for latest by **26<sup>th</sup> February, 2023**.

Short listed candidates would be called for personal interviews at the Corporate Head Office through panel of interviewers.

Job Grade and remuneration shall commensurate with experience, qualification and suitability of the candidate.

Padma Bank Limited reserves the right to accept or reject any application without assigning any reason whatsoever.

**Human Resources Division**

**Padma Bank Limited**

**Corporate Head Office**

**পদ্মা ব্যাংকঃ** সরকারি সোনালী ব্যাংক, জনতা ব্যাংক,  
অগ্রণী ব্যাংক, রূপালী ব্যাংক এবং আইসিবি'র মূল মালিকানাধীন পরিচালিত

