

01	Position / Job Title	Divisional Head – Home Remittances & NRP Banking (SVP / EVP)
	Reporting to	Group Chief – International, Financial Institutions & Remittances Group
	Educational / Professional Qualification	<ul style="list-style-type: none"> • Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC • Candidates having Master’s Degree and / or majors in Business Administration / Finance and / or having relevant certifications will be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 15 years of experience in banking and / or financial institutions, with at least 05 years as Head and / or one level down to Head of Home Remittances business
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Experience of developing and executing strategies to enhance remittances business and mitigate associated risks • Strong understanding of regulatory requirements, compliance standards and industry best practices related to remittances business • Ability to lead and mentor a team, effectively communicate with stakeholders and collaborate across departments to achieve business objectives • Excellent financial analytical skills
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To conduct meetings with various individuals and organizations in accordance with project requirements • To execute regular visits to respective remittance regions to understand and receive first-hand feedback from the field • To monitor monthly business performance of the Division to take adequate measures that can be implemented as and when needed • To coordinate via meetings with overseas counterparts regularly to stay consistent with international and local assignments • To ensure follow up with Information Technology Group on product developments and enhancements for improvement of NBP’s products • To ensure all Wings under the Division are at an optimal performance level and there is no disturbance • To coordinate with the Treasury Department to ensure that NBP stays market competitive in terms of FX rates • To coordinate via meetings with the Operations team to discuss any issues and find relevant solutions to implement and improve efficiency • To follow up on any critical and time-bound tasks assigned to subordinates and ensure successful completion of the tasks • To conduct meetings with Compliance Group to ensure required transactions are being monitored, as well as issues relating to respective transactions • To provide guidance and counselling to team members daily through team meetings regarding routine issues and active assignments • To ensure required trainings are imparted at team / Regions / Branch levels for any new product / technical developments to be implemented • To review previous targets against achievements and assign new team targets accordingly for the coming year • To prepare annual budgets using NBP’s budget history and new market requirements • To monitor Key Performance Indicators, daily, for evaluation of overall employee performance. Present division’s overall performance to concerned management teams and the Board of Director committees • To perform any other assignment as assigned by supervisor(s)