

MCB Bank Jobs Sr Officer/Manager Board Committees Coordination

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Company: MCB Bank

Location: Karachi

Category: other-general

MCB Bank Jobs Sr Officer/Manager Board Committees Coordination :Organization: MCB Bank
VACANCY ALERT!Are you looking for a career in one of Pakistan’s leading Banks? The Corporate Affairs Division of MCB Bank is looking for a Sr. Officer/Manager Board Committees Coordination to join its team of talented, motivated, and highly skilled professionals.
Position Grade: Officer Grade – 1/AVP
Reporting to: Unit Head – Board Committees Coordinator, Regulatory Reporting
RESPONSIBILITIESTo assist in preparation and circulation of Notices, Agenda Papers and other documents pertaining to selective Board Committees meetings of the Bank as per regulatory requirements. This includes compilation and distribution of Sub-Committee agendas.To take minutes in the meetings and submit draft thereof to the line manager for review.To assist in obtaining feedback from respective Group Heads on the draft minutes.To Maintain complete MIS on agendas and final/approved minutes for submission to SBP Inspection Team and External/Internal Auditors.To Update and maintain Board’s Sub-Committees composition on Banks’ Official website including ToRs and general information with coordination of relevant group.
KNOWLEDGE AND EXPERIENCEEducation: Graduation/MastersExperience: Candidate with relevant experience will be preferred. Knowledge of SECP and SBP’s Regulations.
Knowledge & Skills: Proficiency in written and spoken English. Command on MS-Office, interpersonal, planning & organizing skills.
JOB LOCATION: LahoreThe last date for submission of applications is 25th March 2024.For more details and to apply:
Important Note:Females and Persons with disabilities having the required skill set are encouraged to apply. MCB Bank Ltd is an equal-opportunity employer and is committed to creating an

inclusive environment for all employees.#J-18808-Ljbfrr

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