



Bangladesh Infrastructure Finance Fund Limited

(A Company under Ministry of Finance)

4, Anjuman Mufidul Islam Road, Kakrail, Dhaka-1000

www.biffil.org.bd

EMPLOYMENT OPPORTUNITY

Govt. of the People's Republic of Bangladesh (GoB) has established Bangladesh Infrastructure Finance Fund Limited (BIFFL) as a Public Limited Company under Ministry of Finance and registered under Company's Act, 1994 with main objective to provide predominantly long-term financing for PPP & Infrastructure Projects through Loans & Equity. BIFFL has also received license from Bangladesh Bank to operate as a Non-Bank Financial Institution under the Financial Institutions Act, 1993.

BIFFL solicits applications from bright and dynamic individuals for the following positions:

Designation	Expected Qualification & Experience
<p>General Manager (Finance & Admin.)</p> <p><i>Gross Salary: Tk. 1,50,000.00 only</i> <i>Age Limits: 45 Years</i> <i>1 position</i></p>	<ul style="list-style-type: none"> • Masters in Accounting / Finance or MBA (Major in Accounting / Finance) from any well recognized University or Qualified CA / ICMA. • Minimum CGPA of 3.0 with 1st Class/Division in at least two other public examinations and no third class in any public examinations; • Minimum 15 (Fifteen) years experience in the relevant fields, especially in the areas of Accounts, Audit, Financial Management & Planning, Budgetary Control, Treasury Management, Banking Operations, Tax & VAT Management and General Administration & Procurement, with emphasis on the following areas: <ul style="list-style-type: none"> ➤ Capable of controlling the overall <u>Accounts & Finance</u> Department as well as <u>Administration</u> Department of the organization with good communication skills; ➤ To finalize and submit the Accounts & Financial Statement (Monthly, Quarterly, Half yearly & Annually) and regular MIS within time frame / dead line of the Management and also the External Regulators complying the required standards; and ➤ Liaison with the Bangladesh Bank & other Schedule Banks, NBFI, Local & International Donors and other Govt./Semi-Govt./Autonomous Agencies as per requirement of the organization. • Must have aptitude to formulate organizational Policy, Strategies & Guidelines; • Must have aptitude to organize and coordinate the Administrative Works & Logistic and Office Maintenance Activities; • To carry out any other special duties & responsibilities as and when assigned by the Management from time to time; and • Must have strong Written and Oral communication skills and exposure in English.
<p>Assistant Manager (Credit Monitoring)</p> <p><i>Gross Salary: Tk. 70,000.00 only</i> <i>Age Limits: 35 Years</i> <i>1 Position</i></p>	<ul style="list-style-type: none"> • Masters in Economics, Accounting / Finance or MBA (Major in Accounting / Finance) from any internationally recognized University; • Minimum CGPA of 3.0 with 1st Class/Division in at least two other public examinations and no third class in any public examinations; • Minimum 7 (Seven) years of experience in the relevant fields, especially in the areas of Techno-economic Feasibility Study, Financial Analysis, Project Appraisal, Monitoring & Evaluation, Documentation in the Banking or Financial Institutions; • Strong Analytical skills with written and oral communication skills in English are essential; and • Candidates with experience in the infrastructure/ Investment in the private sector projects would be preferred.
<p>Senior Officer (Internal Control & Compliance)</p> <p><i>Gross Salary: Tk. 50,000.00 only</i> <i>Age Limits: 32 Years</i> <i>1 Position</i></p>	<ul style="list-style-type: none"> • Masters in Accounts / Finance or MBA (Major in Finance/Accounts) from any well recognized University with CA (CC) from any A category CA firm; • Minimum CGPA of 3.0 with 1st Class/Division in at least two other public examinations and no third class in any public examinations; • Minimum 5 (five) years of job experience in the relevant fields, especially in the areas of Internal Audit & Compliance, Tax & VAT Management, Accounts & Cash Management, Financial Management, Strategic Planning, preferably in the Banking or Financial Institutions or any reputed Group of Companies; and • Should have strong written and oral communication skills in English.

<p>Officer (Credit)</p> <p><i>Gross Salary: Tk. 33,000.00 only</i></p> <p><i>Age Limits: 30 Years</i></p> <p><i>1 Position</i></p>	<ul style="list-style-type: none"> • Masters in Economics, Accounting / Finance or MBA (Major in Accounting / Finance) from any internationally recognized University; • Minimum CGPA of 3.0 with 1st Class/Division in at least two other public examinations and no third class in any public examinations; • Minimum 3 (Three) years of experience in the relevant fields, especially in the areas of Feasibility Study, Financial Analysis, Project Appraisal, Monitoring & Evaluation, Documentation; preferably in the Banking or Financial Institutions; • Strong Analytical skills with written and oral communication skills in English are essential; and • Candidates with experience in the infrastructure/ Investment in the private sector projects would be preferred.
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Notes:

- Only shortlisted candidates will be called for Interview.
- Applicants *must have positive attitude with professionalism and be honest, sincere and hardworking, dedicated with an attitude for taking challenge*
- All positions require strong computer skills including Word Processing, Spreadsheet Analysis etc. with the ability to type both in Bangla & English and internet applications;
- BIFFL offers attractive package of remuneration and benefits, which includes 2(two) Festival Bonuses, CPF, Gratuity and other Fringe Benefits etc. as per Company Rules;
- Conditions may be relaxed for exceptionally deserving candidates;
- This recruitment announcement is also available at www.bdjobs.com. Detailed duties and responsibilities for each position are also available at Company's web site, www.biffl.org.bd.
- Candidates will have to submit Pay Order in favour of Bangladesh Infrastructure Finance Fund Limited (BIFFL), amounting to Tk. 500/= for Sl. No. 01, Tk. 400/= for Sl. Nos. 02 & 03, Tk. 300/= for Sl. No. 04.
- A detailed C.V with attested copies of all Academic & Experience Certificates, photocopy of National ID card or Birth Certificate, Nationality Certificate from Chairman, Union Parishad/Municipality/ Pourashava etc. and 2(two) copies of recent colour passport size photographs with a cover letter should be sent to the undersigned on or before **18 December, 2014**.
- Applicants must mention the desired position on top of the envelope.

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Ref. No. BIFFL/Admin-4.31/2014-
Date: 24 November, 2014

Mohammad M. Khan, ACS
Company Secretary