

## **Vacancy Announcement**

(First published date: 7/10/2020)

National Cooperative Bank Ltd (NCBL), is the only bank in the cooperative movement of Nepal at national level. It aims to develop sustainable cooperatives and provide financial access by providing highest levels of professional banking service with a personal touch throughout the nation to all Nepalese. NCBL intends to appoint a dynamic leader as Deputy Chief Executive Officer (Deputy CEO). The Deputy CEO must be a highly motivated and result oriented individual with a demonstrable performance record.

**Position:** Deputy General Manager (Deputy CEO)

**No of vacancy:**2

### **Job Profile**

The prime duty of Deputy CEO will be to assist in goal setting process and formulate deadlines for implementation and monitoring of the same. The Deputy CEO will be required to assist in overseeing tasks related to financial transactions and other important functions of the Bank. The Deputy CEO will be responsible for ensuring optimum utilization of resources by coordinating them to attain the formulated goals in the Bank. The Deputy CEO will have a duty to monitor functions of allocated departments and provide strategic/ operational guidance to the assigned units.

### **Essential Duties and Responsibilities**

- Be accountable for the aggregate plan and delivery of systems, operations, properties & maintenance and the general operating model of the NCBL.
- Leverage the advantages of bringing together the operational expertise and drive through more efficient ways of working.
- Ensure strategic objectives shaped at Executive Management level are translated into tactical business plans with mechanisms for key measurements in place to monitor progress.
- Ensure that business change projects are delivered in line with directions from Executive Management level.
- Coordinate the efforts of the different operational areas under management to ensure minimal duplication of efforts, maximum efficiency and to maximize value for money.

- Re-balance resources between different areas e.g. reallocating budgets, but within overall approved resources for the year.
- Contribute to the development of business unit strategy for the next 2-3 years by providing a view on potential improvements for products or services and an assessment of the existing situation and anticipated changes in the external environment.
- Manage departmental budgets including signing off of invoices and quotes within mandate. Escalate out of budgets items to the CEO for approval.
- Sign off capital expenditure within budget. This includes approving purchase or sell decisions for desktop computers, laptops, departmental equipment etc.
- Analyze effectiveness of processes and systems in use in general for Bank and recommend corrective action or automation.
- Review performance against balanced scorecard components as prescribed by the Executive Management, discuss gaps and agree on action plans to close gaps.
- Benchmark productivity of the department against industry standards and create measures to improve productivity.
- To be an integral part and driver of the strategic planning, budgeting and forecasting of business requirements and decision making process.
- Build strong relationships with key external stakeholders, government, suppliers, etc. to ensure correct focus and direction for the bank at operations and technology level.
- Ensure an effective and efficient operating model is maintained.
- Serve on external committees where applicable
- Ensure that risk is effectively addressed in all aspects of the business
- Ensure that a proper infrastructure (building, systems and staff complement) is maintained and developed for the bank.
- Accountable for planning and opening of new branches (outlets) in terms of expansion of the business and business plans.
- Build strong relationships with key stakeholders and peers on Executive Management to ensure the correct focus

- Provide clear directions on strategic goals, translating and prioritizing them into business and performance measures.
- Lead, inspire and coach a team of high caliber professionals, creating succession to key roles and enhancing Bank management capability.
- Monitor the strict adherence to governance and setting high standards of professionalism across the functions
- Ensure that managers create effective workforce plans and recruitment demands plans for their areas.
- Review Performance Improvement reports to determine effectiveness of interventions.
- Ensure participation by staff on Climate or staff satisfaction surveys and that action items together with the management team of the business units are finalized and executed.
- Prepare regulatory reports and send to each regulator in time.
- Coordinate with member organizations to resolve the issues and provide them technical assistance while required.
- Design and develop new banking products as and when necessary.
- Any other job assigned by CEO on time to time

### **Qualification and Experience**

- Master's degree or equivalent qualification and a minimum of 7 years of relevant experience out of which 3 years must be in managerial level.

(Note: Managerial level means: - (a) For Commercial Bank:– Manager or above position (b) For B, C and D level financial institution including National Cooperative Bank Ltd:– CEO and two level below CEO Position (c) For Cooperative:– Executive Chief (d) For Government Organization:– Undersecretary or above position (e) For rest of the entity:– as per decision of recruitment subcommittee)

- Strong technical understanding of the Banking Operation and Cooperative society.
- Strong track record of business delivery, demonstrated investment experience, superior business judgment and established professional credibility.
- Excellent written and verbal communication skills and fluency in English.

- Commitment to the NCBL's Vision, mission, strategy and values.
- Demonstrated ability to think strategically, prioritize effectively, set direction, mobilize resources and deploy them flexibly.
- Ability to work collaboratively with superior influencing and interpersonal skills.
- Ability to represent the organization to external stakeholders.
- Demonstrated ability to lead effectively and manage a large and dispersed team in a dynamic and multicultural environment.
- Excellent people management skills and openness to feedback; new ideas and ability to guide staff to solutions to problems.
- Demonstrated highest standards of integrity and decisiveness.
- Ability and willingness to take decisions and deal with ambiguity, as well as take accountability and hold others accountable for results.
- Ability to deliver results under stressful timetables and environment.
- Ability to build organizational capacity through system and process improvements, be a change agent and serve as catalyst for innovation.
- Should be well versed with NRB Directives, Cooperative Act, Tax and other related prevailing laws.
- Highly confident. Dynamic, pragmatic and intuitive.
- NCBL managerial competencies - Courage of your Conviction, Leading the Team for Impact, Influencing Across Boundaries, Fostering Openness to New Ideas, Building Talent for the Future.

### **Age**

Priority will be given to a candidate with below 45 years old as on last date of application. (not applicable for NCBL employees)

### **Salary & Benefits**

Negotiable (Salary will be no bar for deserving candidate)

## **Selection Process**

Resume Evaluation, Business plan Presentation & Interview.

## **Apply Instructions**

Interested candidates meeting the above criteria are requested to send their application along with the following listed documents to [vacancy.ncbl@gmail.com](mailto:vacancy.ncbl@gmail.com)

## **Document Checklist:**

1. Cover letter including your expected salary
2. Resume
3. Business Plan for 4 years
4. Copies of academic credentials and experience certificate

Only short-listed candidates will be called for further selection process(es). The Bank reserves the right to reject any/ all applications without assigning any reasons whatsoever. Canvassing at any stage of processes will lead to automatic disqualification. This is a contractual position and Tenure would be as per rule of NCBL.

For other information, please visit our website.

**National Cooperative Bank Ltd**

**Kupondole, Lalitpur**

[www.ncbl.coop](http://www.ncbl.coop)