

JOB OPPORTUNITY

Head of Operations- Credit Administration (CAD), Capital Market and Treasury Market Operations Department for Head Office in Karachi.

We are seeking an experienced and results-driven **Head of Operations** to oversee and streamline the operational functions of our **Credit Administration (CAD), Capital Market and Treasury Market Operations Department** at the **Head Office based in Karachi**. The ideal candidate should be a strategic thinker with proven expertise in managing end-to-end operational frameworks in compliance with regulatory requirements.

Key Roles & Responsibilities:

- Demonstrates a strong command over monitoring and **execution of Money Market, Equity Market, and Credit Administration** operations, ensuring alignment with the legal and regulatory framework.
- Sound knowledge and experience in managing Credit administration operations including credit documentation processing, collateral perfection, credit monitoring and loan repayments, etc.
- To ensure smooth execution of various business transactions related to the business departments.
- Coordination with relevant departments within the organization.
- To coordinate with the auditors (external/internal) during audit and regulatory inspections.
- To monitor and supervise MIS reporting for management and regulators.
- To liaison with the client & service vendors, etc.
- To oversee implementation and periodic updation of ICFR deliverables.
- Supervising settlement of treasury transactions including RTGS function.
- Coordinate with CDC, NCCPL & supervise SPM CDC operations.
- Review of draft documents and supervising execution.
- Supervising Data Feeding.
- Maintain proactive coordination with the **State Bank of Pakistan (SBP)** for **refinance transactions**, ensuring timely execution, accurate reporting, and regulatory-compliance
- Supervising execution of Long Term Borrowing from Financial Institutions.
- Supervising safe custody of security files of credit & investment cases.
- Supervising security vault operation.
- To provide input & coordinate with IT for continuous improvement in software.
- To supervise day to day activities of operations department.

Qualifications & Experience:

- Bachelor's degree in Business Administration or a related field is required; Master's degree would be a plus.
- 8-10 years in operations in a senior role – 05 years relevant experience with 3 years in Credit Administration/Banking Operations and held similar management role reporting to CEO / Unit Head.

Skills:

- Strong understanding of private equity structures, credit administration processes, and treasury & capital market operations.
- In-depth knowledge of regulatory requirements of SBP and SECP.
- Proven leadership, communication, and stakeholder management skills.

We offer an attractive remuneration package between Rs. 400k-600k with fringe benefits and an environment conducive to career growth and advancement. Females are encouraged to apply.

Interested candidates are requested to send their CVs at careers@paklibya.com.pk