NCC Islamic

NCC Bank
with you always

TAKE YOUR BANKING CAREER TO NEW HEIGHTS



Join NCC Islamic Banking team and unlock new opportunities for professional growth, leadership, and success.

Positions: Junior Officer - Senior Officer.

Job Responsibilities:

Investment (Branch Banking)

- Develop and expand investment business across the CMSME, retail and trade finance (export-import) segments by acquiring new clients, strengthening existing relationships and achieving assigned business targets.
- Analyze financial statements, assess business viability and repayment capacity and prepare investment proposals, credit assessments and client call reports.
- Structure and recommend appropriate Shariah-compliant investment facilities, including Bai-Murabaha, Bai-Muajjal and HPSM, in accordance with approved policies and Shariah principles.
- Ensure proper investment processing and disbursement, completion of documentation, perfection of securities and adherence to approved terms and conditions.
- Monitor investment portfolio quality, utilization and recovery, conduct client visits, identify early warning signals and initiate timely corrective measures to mitigate investment risks.
- Maintain accurate investment records and MIS reports and ensure compliance with Bangladesh Bank regulations, internal policies and applicable Shariah requirements.

General Banking (Branch Banking)

- Manage account opening, maintenance, customer identification, verification and transaction processing for individual, CMSME business, and corporate customers.
- Deliver corporate banking services and drive deposit mobilization, merchant acquisition, PRL, collection services, school banking, payroll banking and agent banking initiatives to expand the customer base and support sustainable business growth.
- Promote Shariah-compliant banking products and services through customer acquisition, relationship management and cross-selling initiatives.
- Execute banking transactions, including cheque clearing, fund transfers, remittances, pay orders, demand drafts, e-GP services, and inter-branch transactions, in accordance with established procedures.
- Ensure compliance with KYC, AML/CFT and customer due diligence, transaction authorization, internal controls and applicable regulatory requirements, including the escalation of suspicious transactions.
- Ensure accurate transaction recording, account balancing, reconciliation, discrepancy resolution, document preservation and timely preparation of operational MIS and regulatory reports.
- Address customer inquiries and complaints effectively and coordinate with relevant stakeholders to ensure service quality and customer satisfaction.

Head Office (Support Function)

- Execute centralized operational, functional and administrative activities in accordance with the Bank's approved policies, procedures, internal control frameworks and regulatory requirements.
- Coordinate with branches and relevant divisions to ensure seamless workflow, operational efficiency and timely execution of assigned responsibilities.
- Manage or support payment processing, settlement of disputes, transaction reconciliation and related control activities to ensure accuracy and operational integrity.
- Support Risk-Based Supervision (RBS), IFRS 9 implementation, Basel-related compliance, risk assessment and regulatory reporting, as applicable to the assigned function.
- Perform or facilitate centralized trade finance, investment processing and account opening activities, ensuring proper verification, documentation and compliance with applicable Shariah principles, internal policies and regulatory requirements.
- Maintain accurate operational records, prepare management information reports, monitor process compliance, and recommend improvements to strengthen operational efficiency and risk management.
- Perform any other duties and responsibilities assigned by the management in line with the Bank's policies and organizational objectives.

Educational Requirements:

- MBA/MBM/Masters/four year Bachelor's degree (preferably Business) from UGC approved universities having no 3rd class in academic records.
- Candidates having minimum 16 years of schooling will be eligible.
- Any professional degree in Islamic Banking or Islamic Banking Diploma will be added advantage.

Experience Requirements:

- Minimum 02 (two) years of relevant experience in a Shariah-based bank or an Islamic Banking Window of a conventional bank.
- Candidates who commenced their banking careers as Management Trainees, Probationary Officers or through a competitive recruitment examination will be preferred.

Other Instructions:

- Only candidates currently employed in a Shariah-based bank or an Islamic Banking Window of a conventional bank will be considered.
- Candidates must not have any employment gap between the date of starting their career in the bank and the date of joining at NCC Bank under this recruitment process.
- Shortlisted candidates will be required to participate in a written examination covering Islamic Banking, banking operations, regulatory requirements and relevant professional knowledge.
- Candidates must be willing to serve anywhere in Bangladesh.

Compensation Package:

- Attractive compensation package will be offered to the deserving candidates selected for the positions based on the experience and competency.

Application Procedure:

- Eligible candidates are requested to apply through **nccbank.com.bd/career** by November 18, 2026.

Disqualifications:

- Incomplete applications or discrepancies in information or any attempt to influence the selection process.

The NCC Bank PLC. is an Equal Employment Opportunity Employer

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