

HDFC BANK

The HDFC Bank is looking for competent, dynamic and results oriented individuals with a proven track record to fill the positions of Company Secretary & Risk Officer.

1. COMPANY SECRETARY

i. Primary Responsibilities

- Convening meetings of Board of Directors and Board Sub-Committees including formulating agendas, collating papers and uploading on the board portal, drafting accurate minutes, timely dissemination of board decisions and follow-up of matters arising from meeting resolutions.
- Ensure that minutes of all meetings are produced and properly maintained.
- Perform company secretarial functions in an efficient and effective manner, while ensuring compliance with obligations in respect of stock exchange regulations, Banking Act and corporate governance guidelines.
- Maintain the register of shareholders and monitor changes in share ownership of the Bank.
- Coordinate Annual General Meetings of the Bank as stipulated by law, complying with regulatory compliances.
- Proper Corporate disclosures to Stock Exchange and attending to shareholder requirements.
- Preparation of relevant reports needs to be published in the Annual Report in compliance with the regulatory requirements under CBSL, CSE & SEC.
- Monitor changes in relevant legislations and the regulatory environment and review, analyze and prepare reports and recommendations on such changes.
- Liaise with external regulators and advisers, such as Stock Exchange, Central Bank of Sri Lanka, etc.

ii. Candidate profile and experience required

- a. Should be a citizen of Sri Lanka.
- b. Required Educational/Professional Qualifications and skills.
 - Be an Attorney-at-Law.
 - A registered Company Secretary.
- c. Experience and other requirements
 - Minimum 5 years post qualifying experience in a Bank or financial institution.
 - A good understanding of corporate governance practices, developments and relevant legal knowledge.
 - Should be well conversant with SEC, CSE rules, Banking Act Directions, rules & regulations and other matters relating to the compliance with the Regulatory Bodies.
 - Should be a person with leadership qualities, technical-flair, excellent communication skills, commitment to work, problem solving skills and planning skills.
- d. Age : Not more than 45 years.

2. RISK OFFICER

The potential Risk Officer is to be develop and elevate to the position of Chief Risk Officer (CRO) as part of Bank's succession planning. The role of Risk Officer is to manage the function as a second line of defense by contributing to the oversight and execution of a wide range of risks as well as for the implementation of the Bank's risk strategy.

The position will involve working with individuals across all levels (from senior executives to junior team members) across the organization, and thus, strong stakeholder management and relationship building will be critical. In specific instances, the Risk Officer will also work with external consultants.

The Risk Officer will report to the CRO or directly to the Integrated Risk Management Committee (IRMC) and also will deputy for the CRO in his absence.

i. Primary Responsibilities

Framework development, implementation and maintenance

- Establish, maintain and reinforce the Bank's integrated risk management framework and architecture to mitigate the overall risk position and improving risk profile of the Bank.
- Collaborating closely with the IRMC to plan, design and implement the HDFC's risk management framework.
- Design, formulate and articulate a coherent risk appetites/tolerance, risk models to accommodate for identifying assessing or analyzing different types of existing and emerging risks.
- Keeping abreast of the relative directives, regulations, technical standards, and other rules governing the development banks and ensuring their on-going maintenance and implementation.
- Ensures Bank's overall risk strategies, policies, procedures and commensurate with regulator's guidelines.
- Ensures market surveillance to evaluate developments in economics, asset classes, sectors and industries that may impact the risk profile of the portfolios.

Data management and integrity

- Responsible for identifying, assessing, managing and reporting risk of possible financial and non-financial losses and advice senior management and IRMC.
- Risk assessment, which involves analyzing risks internally and externally as well as identifying, describing and estimating the risks affecting the business. In particular, having a good knowledge of credit principles with a focus on analytical skills and problem-solving is essential.
- Risk evaluation, which involves comparing estimated risks with criteria established by the HDFC.
- Presenting risk dashboards to the Integrated Risk Management Committee (IRMC) on a regular basis and/or as required.
- Carrying out planned and ad hoc risk audits to ensure that procedures are kept relevant and the necessary controls are in place to limit risk of excessive risk taking and/or abuse.

Communication and management

- Participate in general management functions, including the risk committee (IRMC) and the management meetings as may be necessary.
- Effectively communicate the risk exposures and maintain relationships with senior management.
- Actively interfacing with senior personnel and other units/departments to ensure a smooth and optimum development, implementation, and on-going maintenance of the enterprise risk management framework into the Bank's culture.
- Providing support and training to staff to build risk awareness within the Bank.
- Provides technical advice to decision makers and committees on relevant risk-related matters.

ii. Candidate profile and experience required

Qualifications required

- A degree in Finance, Accounting, Business Administration, Economics, Statistics or relevant qualifications from a recognized University **and**
- An Associate Member of the Institute of Chartered Accountants of Sri Lanka (ICASL), or Chartered Institute of Management Accountants (CIMA-UK), or Chartered Certified Accountants (ACCA) or equivalent accounting bodies.
- Qualification in Banking, Risk or other relevant field of study would be an added advantage.
- Possession of a post-graduate degree in a discipline relevant to the role and/or recognized qualification(s) in Risk Management will be considered an asset.

Eligibility

- Minimum 8 years' experience out of which 3 years post qualifying experience in a Managerial position in a recognized financial institution.
- Sound knowledge on SLAS/IFRS accounting standards, BASEL guidelines, CBSL regulatory risk management requirements and extensive experience in risk management framework and implementation.
- Candidate should be assertive and self-confident to carry out the responsibilities within the risk management function.
- Age Limit - Below 50 years

Soft skills

- Ability to multi-task, meet strict deadlines and produce high quality work.
- Excellent written and verbal communication skills.
- Strong communication and interpersonal skills.
- Excellent financial analytical skills with advanced Microsoft Excel.
- Ability to listen actively and to work on one's initiative as necessary.
- Fluency in financial industry practices and professional standards.

3. Terms & conditions relating to positions

These positions will be subjected to a probationary period of one year and confirmation in the post will be based on the satisfactory performance. Shortlisted applicants based on the stipulated qualifications and experience will be called for an interview.

An attractive remuneration package awaits the right candidates.

APPLICATION PROCEDURE

Applications with two non-related referees, should be sent to careers@hdfc.lk to reach the undersigned on or before **2nd March 2022**. It is required to indicate the position applied for in the subject line of the e-mail.

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HDFC BANK

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