

CAREER OPPORTUNITY

Infrastructure Development Company Limited (IDCOL), a public-private partnership organization, is the market leader in developing and financing private sector infrastructure, renewable energy and energy efficiency projects in Bangladesh. IDCOL solicits applications for the positions mentioned below:

1. Assistant Vice President (RE Projects): 1 Post

A. Qualifications

- BBA/MBA (Major in Finance) with minimum CGPA of 3.00;
- Strong written and oral communication skills in English;
- Strong computer skills in word processing, spreadsheet analysis;
- Minimum 7(seven) years of relevant work experiences in corporate/structured finance department of Bank/FIs.

B. Major Duties and Responsibilities

- Developing a new client base for IDCOL Renewable Energy (RE) Projects;
- Project appraisal including development of financial model of RE projects;
- Monitoring implementation as well as operation of RE projects;
- Maintaining liaison with relevant stakeholders;
- Conducting field visit of project sites;
- Assisting the Unit Head in managing the RE project portfolio;
- Managing overall activities of different RE Projects;
- Generating periodic and other reports;
- Performing any other activities related to the RE Project Unit.

C. Age limit: 37 years

D. Remuneration

BDT 139,569 + Festival Bonus + LFA + Gratuity + other benefits as per company policy

2. Senior Officer (RE Projects): 1 Post

A. Qualifications

- BBA/MBA (Major in Finance) with minimum CGPA of 3.00;
- Strong written and oral communication skills in English;
- Strong computer skills in word processing, spreadsheet analysis;
- 2(two) years of relevant work experiences in Bank/FIs in corporate/structured finance or in other business units.

B. Major Duties and Responsibilities

- Project appraisal including development of financial model for investment proposals;
- Assisting potential sponsors in developing projects;
- Maintaining liaison with the project sponsors, equipment suppliers and other relevant parties to complete project approval process;
- Visiting potential project sites to conduct feasibility of the proposed project;
- Generating periodic and other reports;
- Performing any other activities as assigned from time to time.

C. Age limit: 32 years

D. Remuneration

BDT 81,414 + Festival Bonus + LFA + Gratuity + other benefits as per company policy

3. Senior Officer (Investment Department): 2 Posts

A. Qualifications

- BBA/MBA degree (along with an undergraduate degree in Finance/Banking/Accounting) with a minimum CGPA of 3.00;
- Strong written and oral communication skills in both Bengali and English;
- Strong skills in word processing, spreadsheet analysis, and presentation software;
- Minimum 2(two) years' experience as Management Trainee in a Bank or NBFI.

B. Major Duties and Responsibilities

- Working with Unit Head to develop a strong pipeline of good quality investment opportunities in the relevant sector;
- Participating in deal structuring and negotiation meetings to overcome impasses and finalizing negotiations in transactions;
- Preparing appraisal/feasibility reports, financial models, and risk grading models, agenda paper, memo, and minutes for CRM/CC/Board for the assigned infrastructure projects;
- Monitoring financial, operational, environmental & social performance/ covenants/ conditions for the assigned infrastructure projects;
- Maintaining liaison with the project sponsors, co-financiers, credit line providers, account bank, agents, independent engineers/ advisors and related stakeholders.

C. Age limit: 32 years

D. Remuneration

BDT 81,414 + Festival Bonus + LFA + Gratuity + other benefits as per company policy

4. Senior Officer - Financial Reporting, Control and Taxation : 1 Post

A. Qualifications

- BBA/Masters in Accounting with minimum CGPA of 3.00;
- At least 2(two) years of relevant experience with any reputed bank/FI/audit firm;
- Excellent oral and written communication skills in Bengali and English;
- Knowledge of computerized accounting and record keeping system.

B. Major Duties and Responsibilities

- Ensuring timely generation of periodic financial reports for internal and external stakeholders;
- Acting as the key business partner for functional units to determine reporting needs, advising on proposed arrangements, and coordinating system updates;
- Ensuring financial records are maintained in compliance with accounting policies and regulatory requirements;
- Identifying accounting control gaps and resolving discrepancies/ deviations;
- Implementing process improvements and automation;
- Preparing bank reconciliation, revenue and expenditure variance analysis, capital assets accounting, and year-end closing entries;
- Dealing with corporate tax matters and ensuring timely submission of tax returns;
- Coordinating with auditors in carrying out internal and external audit.

C. Age limit: 32 years

D. Remuneration

BDT 81,414 + Festival Bonus + LFA + Gratuity + other benefits as per company policy

5. Management Trainee (RE Projects-Monitoring): 2 Posts

A. Qualifications

- B.Sc. in any engineering discipline, preferably Electrical and Electronics Engineering with minimum CGPA of 3.25;
- Strong written and oral communication skills in English;
- Strong computer skills in word processing, spreadsheet analysis;
- Minimum 1(one) year of work experience in implementing renewable energy projects.

B. Major Duties and Responsibilities

- Analyzing technical performance of projects, identifying problems, if any, and suggesting mitigation measures;
- Coordinating with the technical unit and suppliers to address technical issues;
- Maintaining regular follow-up with different stakeholders;
- Conducting frequent field visits to assess implementation progress as well as operational performance of projects;
- Monitoring and supervising activities of IDCOL's inspection team;
- Performing any other activities as assigned from time to time.

C. Age limit: 30 years

D. Remuneration

BDT 63,970 + Festival Bonus + LFA + Gratuity + other benefits as per company policy

6. Management Trainee (RE Projects): 1 Post

A. Qualifications

- BBA/MBA (Major in Finance) with minimum CGPA of 3.00;
- Strong written and oral communication skills in English;
- Strong computer skills in word processing, spreadsheet analysis.

B. Major Duties and Responsibilities

- Project appraisal including development of financial model for investment proposals;
- Assisting potential sponsors in developing projects;
- Maintaining liaison with the project sponsors, equipment suppliers and other relevant parties to complete project approval process;
- Visiting potential project sites to conduct feasibility of the proposed project;
- Generating periodic and other reports;
- Performing any other activities as assigned from time to time.

C. Age limit: 30 years

D. Remuneration

BDT 63,970 + Festival Bonus + LFA + Gratuity + other benefits as per company policy

7. Management Trainee (Biogas & Bio-fertilizer Program) : 1 Post

A. Qualifications

- BBA/MBA (Major in Finance/Marketing) with a minimum CGPA of 3.00;
- Strong written and oral communication skills in English and Bengali;
- Strong analytical ability and relationship management skills.

B. Major Duties and Responsibilities

- Ensuring timely processing of disbursement requests submitted by Partner Organizations (POs);
- Monitoring POs performance relating to installation and operations;
- Assisting POs in addressing various operational issues;
- Maintaining liaison with POs and other stakeholders of the Program;
- Participating in preparation of necessary periodic reports;
- Conducting field visits to assess the performance of POs;
- Ensuring satisfactory reporting requirements and compliances of regulatory authorities, multilateral institutions, etc.

C. Age limit: 30 years

D. Remuneration

BDT 63,970 + Festival Bonus + LFA + Gratuity + other benefits as per company policy

8. Management Trainee (Renewable Energy - Technical) : 1 Post

A. Qualifications

- B.Sc. in Electrical and Electronics Engineering with minimum CGPA of 3.25;
- Strong written and oral communication skills in English;
- Strong computer skills in word processing, spreadsheet analysis.

B. Major Duties and Responsibilities

- Participating in setting/improving technical standards under IDCOL's Renewable Energy (RE) activities;
- Participating in preparation of training materials under various RE projects;
- Participating in technical appraisal of various RE projects;
- Conducting field visit to assess technical performance of equipment's/products under RE projects;
- Providing necessary technical advice to sponsors in development of RE projects;
- Performing any other tasks assigned by the Management.

C. Age limit: 30 years

D. Remuneration

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9. Management Trainee (Credit Administration) : 1 Post

A. Qualifications

- Minimum Bachelor's degree major in Accounting or Finance with minimum CGPA of 3.00;
- Familiarity with using accounting software;
- Strong written and oral communication and computer skills; and
- Experience in relevant field will be an added advantage.

B. Major Duties and Responsibilities

- Developing and updating database regarding security instruments and maintenance of various financial covenants as stipulated in the loan agreements;
- Ensuring timely verification of security instruments;
- Monitoring security instruments and covenants and taking necessary actions as and when required;
- Keeping custody of various security instruments;
- Generating invoices and preparing periodic status reports;
- Conducting on-site verification of mortgaged properties and hypothecated assets;
- Working with the IT unit for developing and updating the security and covenant monitoring software.

C. Age limit: 30 years

D. Remuneration

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HOW TO APPLY

Interested individuals possessing required qualifications, skills and experiences are requested to go to the link to

apply:

<http://idcol.org/home/vacancies>

Last Date of Application: 25 January 2022

Only short-listed candidates will be contacted. Any direct or indirect solicitation will result in disqualification of the candidature.