Premier Bank

The Premier Bank PLC

Head of ICC Division (SEVP/ DMD)

Application Deadline : 30 Apr 2026

Summary

Vacancy: **1**
Age: **At most 55 years**
Location: **Dhaka**
Experience: **At least 15 years**
Published: **09 Apr 2026**

Requirements

Education

- Masters
- Postgraduate degree preferably in Business Administration, Economics or related discipline from a reputed university with no third class/division or equivalent CGPA in the academic record.
- Any relevant Professional Qualifications i.e., CA, CIA, ACCA, ACMA etc. will be considered an added advantage.

Experience

- At least 15 years
- The applicants should have experience in the following business area(s): Banks

Additional Requirements

- Age At most 55 years
- Minimum 15 years of experience in branch banking, internal & external audit, risk management, or compliance in a reputed commercial bank including at least 5 years of experience in a senior leadership role.
- Preference will be given to candidates with exposure to risk-based audits.
- Proven ability to lead and manage a skilled Audit team, fostering a culture of accountability and continuous improvement to bring a systematic, disciplined approach to evaluate and expand the effectiveness of risk Management, control, and governance processes.
- Age not exceeding 55 years as of April 30, 2026 (may be relaxed for exceptionally qualified candidates)

Responsibilities & Context

The Premier Bank PLC., a leading private commercial bank in Bangladesh with a robust network of 136 branches and 67 sub-branches nationwide, invites applications for the position of **Head of Internal Control & Compliance Division (ICCD)** for strengthening internal processes, monitoring compliance culture, and safeguarding the Bank from operational, legal, and regulatory risks.

Job Responsibilities:

- Develop, implement, and oversee Internal Control & Compliance Framework across the Bank
- Ensure compliance with Bangladesh Bank guidelines, AML/CFT regulations, and other regulatory requirements
- Monitor adherence to internal policies, procedures, and operational controls
- Lead risk-based compliance reviews, inspections, and internal control assessments
- Identify control gaps and recommend corrective actions with proper follow-up
- Oversee regulatory reporting and compliance certifications
- Ensure effective implementation of Anti-Money Laundering (AML) & Combating Financing of Terrorism (CFT) policies
- Coordinate with Internal Audit, Risk Management, and external regulators
- Review and update policies in line with evolving regulatory requirements
- Monitor branch compliance, operational risks, and fraud prevention mechanisms
- Provide compliance advisory support to business units and senior management
- Lead training programs to enhance compliance awareness and control culture
- Prepare reports for Board, Audit Committee, and Senior Management
- Lead and develop the ICCD team for high performance.

Skills & Expertise

AUDIT AND INSPECTION | Compliance Audit | Internal Audit and Compliance

Suggested by bdjobs

Gap Analysis | Regulatory Compliance

Compensation & Other Benefits

- Attractive compensation package including Group Insurance coverage;
- A professional and friendly working environment;
- Clear career progression opportunities.

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka

Company Information

More jobs from this company

The Premier Bank PLC

Address:

Head Office: Iqbal Centre, 42 Kemal Ataturk Avenue, Banani, Dhaka-1213

Business:

Private Commercial Bank

Premier Bank

The Premier Bank PLC

Card Operations Officer (JO to EO)

Application Deadline : 04 May 2026

Summary

Vacancy: **07**
Age: **At most 35 years**
Location: **Dhaka**
Experience: **At least 3 years**
Published: **13 Apr 2026**

Requirements

Education

- Bachelor/Honors
- 4-year graduation in any discipline from a reputed university with no third class/division or equivalent CGPA in the academic record. Postgraduate degree will be considered an added advantage.
- Any relevant Professional Qualifications will be considered an added advantage.

Experience

- At least 3 years
- The applicants should have experience in the following business area(s): Banks

Additional Requirements

- Age At most 35 years
- Minimum 3 years of experience in banking/financial institutions including the role in Card Business /Card Operations/Bank Operations/ Digital Banking in Card Division.
- Hands on experience in card products, payment systems, and digital banking.
- Sound knowledge of card operations, reconciliation, and MIS reporting.
- Strong computer knowledge (MS Office applications & MS Excel) and Communication skills.
- Age not exceeding 35 years as of May 04, 2026 (may be relaxed for exceptionally qualified candidates)

Responsibilities & Context

The Premier Bank PLC., with the network of 136 branches and 67 sub-branches across the country, is on a growth trajectory to expand its network and services nationwide. As part of its commitment to corporate goals, financial inclusion and good governance, the Bank invites applications from highly experienced, strategic, and performance-driven banking professionals for the position of **Card Operations Officer (JO to EO)** in ADC Division.

Job Responsibilities:

- Process card operations including new issuance, replacement, renewal, and product changes
- Perform data entry, verification, and maintenance of cardholder and merchant information
- Conduct signature verification and ensure proper documentation
- Handle card personalization, printing, packaging, and dispatch
- Scan and upload documents into Document Management System (DMS)
- Maintain inventory and records of card production and related activities
- Support system testing, UAT, and implementation for new reconciliation processes or updates card system.
- Monitor and reconcile daily transactions (ATM, POS, e-commerce, auto-debit)
- Perform clearing & settlement reconciliation with Visa, Mastercard, and other networks
- Identify and resolve transaction discrepancies and unmatched entries
- Process card payments, bill payments, and auto-debit instructions
- Ensure accurate posting in Core Banking System (CBS) & Card Management System (CMS)
- Ensure Update Card endorsement and Card Closure in CMS
- Prepare and maintain MIS reports on card operations, transactions, reconciliation, and performance
- Generate daily, weekly, and monthly reports for management review
- Prepare Bangladesh Bank/regulatory reports and ensure compliance requirements
- Support risk management, audit, and fraud monitoring activities

Skills & Expertise

Suggested by bdjobs

Bank Card Division | Credit card reconsilations | Digital Banking | MIS

Compensation & Other Benefits

- Attractive compensation & benefit package including Group Insurance coverage.
- A professional and friendly working environment.
- Fast-track career growth and leadership development opportunities.

Employment Status

Full Time

Job Location

Dhaka

Company Information

More jobs from this company

The Premier Bank PLC

Address:

Head Office: Iqbal Centre, 42 Kemal Ataturk Avenue, Banani, Dhaka-1213

Business:

Private Commercial Bank

Premier Bank

The Premier Bank PLC

Head of Card Business Division (FVP to SVP)

Application Deadline : 30 Apr 2026

Summary

Vacancy: **1**
Age: **At most 55 years**
Location: **Dhaka**
Experience: **At least 10 years**
Published: **09 Apr 2026**

Requirements

Education

- Bachelor/Honors
- 4-year graduation in any discipline from a reputed university with no third class/division or equivalent CGPA in the academic record. Postgraduate degree will be considered an added advantage.
- Any relevant Professional Qualifications will be considered an added advantage.

Experience

- At least 10 years
- The applicants should have experience in the following business area(s): Banks, Leasing

Additional Requirements

- Age At most 55 years
- Minimum 10 years of experience in banking/financial institutions including at least 3 years in leadership role in Card Business / Payments / Digital Banking in Card Division.
- Hands on experience in card products, payment systems, and digital banking.
- Age not exceeding 55 years as of April 30, 2026 (may be relaxed for exceptionally qualified candidates)

Responsibilities & Context

The Premier Bank PLC., with the network of 136 branches and 67 sub-branches across the country, is on a growth trajectory to expand its network and services nationwide. As part of its commitment to corporate goals, financial inclusion and good governance, the Bank invites applications from highly experienced, strategic, and performance-driven banking professionals for the position of **Head of Card Business Division**.

Job Responsibilities:

- Develop and execute overall Card Business Strategy aligned with retail and digital banking goals
- Lead issuing and acquiring business including ATM, POS, and e-commerce channels
- Drive growth in card portfolio, activation, usage, and profitability
- Oversee product development including credit cards, debit cards, prepaid & virtual cards
- Design and implement marketing campaigns, loyalty programs, and co-branded partnerships
- Monitor key KPIs such as spend volume, activation rate, revenue, and delinquency
- Ensure risk management, fraud control, and regulatory compliance (Bangladesh Bank, PCI-DSS)
- Manage relationships with Visa, MasterCard, UnionPay, NPSB and other partners
- Lead digital initiatives such as contactless cards, mobile wallet, and e-commerce payments
- Prepare business plans, budgets, and performance reports for senior management
- Lead, mentor, and develop a high-performing Card Business team

Skills & Expertise

Business/ Product Development | CARDS (Credit/ Debit)

Compensation & Other Benefits

- Attractive compensation package including Group Insurance coverage;
- A professional and friendly working environment;
- Clear career progression opportunities.

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka

Company Information

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Business:

Private Commercial Bank

Premier Bank

The Premier Bank PLC

Assistant Engineer - Civil/Electrical/Automobile/Mechanical - (JO to SEO)

Application Deadline : 04 May 2026

Summary

Vacancy: --	Age: **At most 42 years**	Location: **Dhaka**
Salary: **Negotiable**	Experience: **At least 2 years**	Published: **13 Apr 2026**

Requirements

Education

- Bachelor in Engineering (BEngg)
- Bachelor of Science (B.Sc.) in Electrical Engineering/Civil Engineering/Automobile Engineering/Mechanical Engineering/Electronics & Telecommunication Engineering from any recognized university
- Minimum CGPA of 2.75 (on a scale of 4.00) or 2nd Class/Division in all academic examinations.
- No 3rd Class/Division in any academic records.
- Candidates with Master`s degree will get preference

Experience

- At least 2 years
- The applicants should have experience in the following business area(s): Automobile, Banks, Developer, Engineering Firms, Industrial Machineries (Generator, Diesel Engine etc.)
- Freshers are also encouraged to apply.

Additional Requirements

- Age At most 42 years
- Minimum 02 years of experience in the relevant field.
- Profound knowledge of the individual sector with their practical application in modern era.
- Proficiency in AutoCAD / Engineering Related software/Strong computer skills.
- Age not exceeding 35 years as of May 04, 2026. The age limit may be relaxed based on relevant experience.

Responsibilities & Context

The Premier Bank PLC with the network of 136 branches and 67 sub-branches across the country, is on a growth trajectory to expand its network and services nationwide. The bank is looking for energetic, self-motivated, and result-oriented individuals for its Engineering & Maintenance Team for the position of **Assistant Engineer - Civil/Electrical/Automobile/Mechanical - (JO to SEO)** in General Services Division.

Job Responsibilities:

- Supervise construction, renovation, and maintenance works.
- Prepare BOQ (Bill of Quantities), cost estimation, and project reports.
- Monitor quality control, safety compliance, and environmental standards across all work zones.
- Liaise with project management and design teams to ensure timely execution and technical clarity.
- Lead site meetings, workforce planning, and Vendor coordination.
- Ensure clear communication with all stakeholders and maintain professional documentation.
- Minimum 2 years of proven experience in infrastructure development; prior involvement in Building projects is highly desirable.
- Manage electrical systems (Generator, Substation, Lift, HVAC, CCTV, PABX, PAC, Earthing & Lightning Protection).
- Supervise the electrical team in installation, testing, commissioning, operation, and maintenance activities.
- Installing new equipment by conducting tests, establishing, adjusting, calibrating, and verifying performance.
- Maintaining equipment by completing preventive maintenance schedules, conducting tests, troubleshooting, and repairing malfunctions.
- Prepare technical specifications and estimation.
- Oversee vehicle maintenance and fleet operations.
- Diagnose mechanical/electrical issues in vehicles.
- Ensure regular maintenance, fuel efficiency monitoring, and fitness checks.
- Ensure proper servicing and documentation.
- Handle logistics and regulatory compliance for all bank vehicles.
- Oversee installation, operation, and maintenance of mechanical systems (HVAC, pumps, fire protection systems, generators, etc.).
- Ensure preventive and corrective maintenance of all mechanical equipment.
- Monitor system performance and recommend efficiency improvements.
- Coordinate with vendors and contractors for smooth execution of works.
- Ensure compliance with safety and regulatory standards.
- Troubleshoot mechanical faults to minimize operational downtime.
- Maintain maintenance logs and technical documentation.

Compensation & Other Benefits

- Attractive compensation & benefit package including Group Insurance coverage.
- A professional and friendly working environment.
- Fast-track career growth and leadership development opportunities.

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka

Company Information

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Head Office: Iqbal Centre, 42 Kemal Ataturk Avenue, Banani, Dhaka-1213

Business:

Private Commercial Bank

Premier Bank

The Premier Bank PLC

Head of Islamic Banking Division (VP to SEVP)

Application Deadline : 30 Apr 2026

Summary

Vacancy: **01**
Age: **At most 55 years**
Location: **Dhaka**
Experience: **At least 10 years**
Published: **09 Apr 2026**

Requirements

Education

- Bachelor/Honors
- 4-years graduation preferably in Business Administration, Marketing, Finance, Management, Economics, Islamic Studies or related discipline from a reputed university with no third class/division or equivalent CGPA in the academic record. Having master's degree will be preferred.
- Relevant professional qualification such as CIPA/CSAA/ CIFP or Diploma in Islamic Banking & Finance will be considered an added advantage.

Experience

- At least 10 years
- The applicants should have experience in the following business area(s): Banks, Leasing

Additional Requirements

- Age At most 55 years
- Minimum 10 years of banking experience in Islamic Banking Division with at least 3 years in a senior leadership role.
- Profound knowledge of Shariah-compliant products (Mudaraba, Musharaka, Murabaha, etc.) and their practical application in modern banking.
- Age not exceeding 55 years as of April 30, 2026. The age limit may be relaxed based on relevant experience.

Responsibilities & Context

The Premier Bank PLC with the network of 136 branches and 67 sub-branches across the country, is on a growth trajectory to expand its network and services nationwide. The bank is looking for **The Head of Islami Banking Division** to drive the strategic expansion of its Shariah-based banking operations.

Job Responsibilities:

- Lead the Islami Banking Division and oversee all operational activities.
- Develop and implement Shariah-compliant banking products and services.
- Ensure compliance with Bangladesh Bank's guidelines and act as the primary liaison with the Shariah Supervisory Committee (SSC).
- Supervise the performance of dedicated Islamic branches and windows, ensuring service excellence and ethical banking standards.
- Implement robust risk management frameworks and oversee Shariah audits to mitigate non-compliance and financial risks.
- Drive growth in deposits, investments, and Islamic banking portfolio
- Provide training and guidance on Islamic banking practices
- Maintain strong client and stakeholder relationships

Compensation & Other Benefits

- Attractive compensation & benefit package including Group Insurance coverage.
- A professional and friendly working environment.
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