

# CAREER OPPORTUNITY

## Age Criteria

- ↳ Age not exceeding 35 years for Officer Level.
- ↳ Age not exceeding 30 years for Assistant Level.
- ↳ Age not exceeding 28 years for Contractual staff.

## Academic Qualification Criteria

- ↳ A minimum of Bachelor's Degree in Management/Economics for Assistant/Officer Level.
- ↳ **Legal Department** :A minimum of Bachelor's Degree in LLB.
- ↳ **Chartered Accountants**: A minimum of Chartered Accountancy, Bachelor Degree in Management/ Economics or related field shall be an added advantage
- ↳ **Contractual Employment**: A Minimum of 50% in Intermediate (Management/Economics or related field).

## Other Competencies

- ↳ Excellent communication and interpersonal skills.
- ↳ Exceptional Analytical and Leadership skills.
- ↳ Ability to work well within a team and individually.
- ↳ Excellent written and verbal communication.
- ↳ Resourcefulness.
- ↳ Strong analytical and research skills.
- ↳ Ability to possess critical thinking.
- ↳ Ability to take challenge and meet deadlines.

Documentary evidence related to qualification and experience shall be sought from the shortlisted candidates.

The Bank reserves right to accept or reject any or all applications without assigning any reason whatsoever. Only candidates getting through initial screening will be contacted for further selection process. Canvassing at any stage of the processes shall lead to disqualification.

## To Apply

Eligible interested candidates are requested to apply by logging on to the 'Career' section of [www.kamanasewabank.com](http://www.kamanasewabank.com) and click 'View Vacant Positions' and apply for the respective job as above. After filling up the requested information, click 'Submit' button for submission of the application.

**Application should be submitted on or before 23:00:00 hours,  
26th April, 2022.**



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Kamana Sewa Bikas Bank Limited is amongst leading National Level Development Bank committed to provide quality products and services to its valued customers with utmost courtesy and care. The Bank invites applications from career oriented, qualified, energetic, self-motivated and sales oriented (within Bank's Risk appetite) Nepalese citizens looking for performance-based career in the following roles:

## Job Positions - Level

### **1. Credit Administration Department – Supervisor / Junior Officer – 7**

**Location:** Regional office (Province 1, Pokhara Region, Butwal Region, Province 2, Narayanghat Region, Western Region and Kathmandu Region)

- ↳ A minimum of 3 years of experience in Commercial or Development Banks in the area of Credit/ Credit Administration with thorough understanding of Risks.
- ↳ Good understanding of lending procedures.
- ↳ Good Skills of Nepali typing.

### **2. Recovery Department – Supervisor/ Junior Officer – 7**

**Location:** Regional office (Province 1, Pokhara Region, Butwal Region, Province2, Narayanghat Region Western Region and Kathmandu Region)

- ↳ A minimum of 3 years of experience in Commercial or Development Banks including Recovery function with thorough understanding of recovery and collection process.
- ↳ Ability to establish outstanding communication with hostile debtors and owners of default accounts.

### **3. Incharge - General Service Department – Officer / Senior Officer– 1**

**Department:** General Service Department

- ↳ A minimum of 4 years of experience in Commercial or Development Banks in General Service Department.
- ↳ Good Understanding of Cost Management Practices.
- ↳ Proven Knowledge in Inventory Management, Fixed Asset Management.
- ↳ Excellent communication, negotiation, and interpersonal skills.

### **4. Incharge - Human Resources Department – Officer / Senior Officer– 1**

**Department:** Human Resources Department

- ↳ A minimum of 4 years of experience in Commercial or Development Banks in Human Resources Department.
- ↳ Proven Knowledge in Staff Planning, Management, Training and Development.



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### 5. Incharge –Legal Department – Officer / Senior Officer– 2

**Department:** Legal Department

- ↳ A minimum of 4 years of experience in Commercial or Development Banks in Legal Department.
- ↳ Knowledge of all applicable laws, rules and regulations.

### 6. Fresh Chartered Accountants– Officer/ Senior Officer– Few

**Department:** Finance and Accounts, Strategic Orientation Department, Risk, Credit Approval Unit, Internal Audit, Compliance and other Banking Functions.

- ↳ Good understanding of economy, Risk management practices, Internal Control and knowledge of business processes.
- ↳ Audit experience in Commercial or Development Banks shall be an added advantage .

### 7. Branch Manager/Branch In charge – Junior Officer/Senior Officer – Few

**Outside Valley Branches:** ( Province 1 Branches, Butwal Region Branches, Western Region Branches)

- ↳ A minimum of 3 years of experience in Commercial or Development Banks in the area(s) of Credit Sales / Deposit management, Trade Finance and other Sales roles with thorough understanding of Compliance & Risk.

### 8. Assistant Relationship Manager – Assistant/Supervisor – Few

**Outside Valley Branches:** ( Province 1 Branches, Butwal Region Branches, Pokhara Region Branches, Western Region Branches)

- ↳ A minimum of 2 years of experience in Commercial or Development Banks in the area(s) of Credit Sales / Deposit management, Trade Finance and other Sales roles with thorough understanding of Compliance & Risk.

### 9. Semi Qualified Chartered Accountants – Upto Supervisor – Few

**Department:** Internal Audit, Human Resources, Risk Department, Compliance, Credit Approval Unit

- ↳ A minimum of 50% score in Bachelor's Degree in Management/Economics.
- ↳ Should have completed articleship.
- ↳ Prior experience in audit of bank shall be preferred.

### 10. Contractual Staff – Few

**Location:** Inside and Outside Valley Branches

- ↳ A minimum of three months Internship at Bank and Financial Institutions.
- ↳ Any experience as contract or outsourced staff in BFI's in Business function shall be an added advantage.



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