



Responsibilities:

- Visiting and communicating with the merchants for EMI agreement signing.
- New EMI Merchant Acquisition & Opening Bank account with Pubali Bank.
- Maintaining Merchant relationship to enhance the EMI Business.
- Communicating with the branch officials regarding EMI Merchant Acquiring issue.
- Coordinating with Card Business Division for promotional activities with the EMI merchants.
- Planning for new EMI merchant acquisition and setting target.

e) PO/SO (Wing Head) for **Operation and Support wing** under **Merchant Acquisition and Management Unit** of ADC Division.

No. of Post: 01 (one)

Job location: anywhere in Bangladesh.

Academic Qualification:

Masters degree from a reputed University. Having MBA degree will be given higher preference.

Experience:

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of Operation and Support wing.
- Working as Head of Operation and Support wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of Operation and Support wing.
- Working as Head of Operation and Support wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

Responsibilities:

- Verifying and scrutinizing Merchant Request Forms and Agreements.
- Processing Merchant Agreement files for approval.
- Input merchant data in the system for POS & QR configuration.
- Monitoring the POS & QR transactions to identify any unusual transactions.
- Process for Merchant Payment and send payment summary to merchants.
- Copy Request, Charge Back and Dispute Management with Merchants.
- Coordinating with Card Operation Division to manage the dispute with the Payment Scheme.
- Communicating with the branch officials regarding Merchant Acquiring issue.

f) PO/SO (Wing Head) for **Product Inventory wing** under **Merchant Acquisition and Management Unit** of ADC Division.

No. of Post: 01 (one)

Job location: anywhere in Bangladesh.

Academic Qualification:

Masters degree from a reputed University. Having MBA degree will be given higher preference.

Experience:

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of Product Inventory wing.



Javed Khan



- Working as Head of Product Inventory wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of Product Inventory wing.
- Working as Head of Product Inventory wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

Responsibilities:

- Maintain the Inventory of POS, Consumable items, SIM and POS battery & Charger.
- Delivery of POS machine to the vendor for POS configuration.
- Delivery of faulty POS machine to the vendor for repair purpose.
- Communicate with the Mobile Operator for SIM related issues.
- Preparing the requisition for Consumable items for POS and other accessories.

g) Officer, Junior Officer (JO), Deputy Junior Officer (ADC) for **POS & QR Business wing, EMI Business wing, Operation & Support wing, Product Inventory wing** of Alternative Delivery Channel (ADC) Division.

No. of Posts: Officer- 05 (Five), JO- 05 (Five), Deputy Junior Officer (ADC)- 10 (Ten).

Job location: anywhere in Bangladesh.

Academic Qualification for Officer:

Masters degree from a reputed University. Having MBA degree will be given higher preference.

Academic Qualification for Junior Officer (JO) and Deputy Junior Officer (ADC):

Graduation degree from a reputed University. Having Masters Degree will be given higher preference.

Experience:

i) For Officer:

- Minimum 04 (four) years banking experience with minimum 2 (two) years in the field of POS & QR Business wing, EMI Business wing, Operation & Support wing, Product Inventory wing.
- Working experience in ADC Operation/wing of POS & QR Business, EMI Business, Operation & Support, Product Inventory wing will be given higher preference.
- Age not exceeding 33 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For Junior Officer (JO):

- Minimum 03 (three) years banking experience with minimum 1 (one) year in the field of POS & QR Business wing, EMI Business wing, Operation & Support wing, Product Inventory wing.
- Working experience in ADC Operation/wing of POS & QR Business, EMI Business, Operation & Support, Product Inventory wing will be given higher preference.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

iii) For Deputy Junior Officer (ADC):

- Minimum 02 (two) years banking experience with minimum 1 (one) year in the field of POS & QR Business wing, EMI Business wing, Operation & Support wing, Product Inventory wing.
- Working experience in ADC Operation/wing, Digital Banking/MFS will be given higher preference.
- Age not exceeding 32 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.



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