



House Building Finance Company Limited

Excellent Career Opportunity

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable housing solutions to the low-middle income group of the population. The Company operates through its deep rooted national footprint of 51 branches. As a part of organizational transformation and to strengthen its human resource base, HBFC is looking for high caliber and dynamic professionals for the following contractual positions, based in Karachi.

1. Assistant Vice President, Information Technology

Key Responsibilities:

- Achieve organizational business objectives through digital innovation
- Develop & execute plan of digital products implementation
- Manage & conduct Business Analysis and Quality Assurance
- Provide guidance in Programming & Databases
- Plan implementation of new IT projects and provide guidance to the team
- Oversee the technical infrastructure in the organization to ensure optimal performance

Eligibility Criteria:

Qualification: Masters/Bachelors degree (16 years of education) in Information Technology/Computer Sciences or related field from HEC recognized institutions.

2. Assistant Vice President, Legal Services

Key Responsibilities

- Assist in formulation of corporate legal strategies and policies
- Provide legal advice on the matters referred by the stakeholders
- Draft and vet agreements, request for proposals (RFPs), pleadings and other legal documents and policies etc
- Monitor status of all litigations and providing periodic reports to the Management
- Manage overall litigation of the Company including recovery suits, appeals, corporate and labour matters

Candidate must have experience as an advocate or an in-house legal counsel in a reputed organization.

Eligibility Criteria:

Qualification: Masters/Bachelors degree in Law from HEC recognized institutions.

3. Assistant Vice President, Property Management

Key Responsibilities:

- Appraise and process Company's construction projects and oversee maintenance of its properties
- Recommend selection of consultants/ contractors as per legal and regulatory guidelines and Company policies
- Prepare feasibility reports of projects
- Establish liaison with federal/ provincial/ local authorities for approval of projects
- Manage rental agreements, purchase and renovation of Company offices

Candidate must possess hands on experience of PPRA rules and PEC procedures.

Eligibility Criteria:

Qualification: B.E (Civil) or related field from HEC recognized institution.

Age and Experience as of last date of submission of application (For all above positions)

Minimum Relevant Experience	Maximum Age
10 Years	45 Years

Note: In cases where the candidates possess exceptional qualification/experience, eligibility criteria may be relaxed.

Competencies

The candidate must demonstrate following minimum competencies

- Excellent communication, presentation and interpersonal skills.
- Strong research writing & analytical skills.
- Thorough understanding of related legal and regulatory environment.
- Strong organizational and resource management skills.

For further details and job description of above positions, please visit HBFC website.

Compensation

Market based compensation package commensurate with qualification and experience will be offered to the selected candidates.

Application Procedure

Interested candidates meeting the above mentioned eligibility criteria are required to submit online job application at www.hbfc.com.pk.

Application Deadline: 31st May, 2019

Only short listed candidates will be contacted. Incomplete or application received after the last date will not be entertained. Female candidates are encouraged to apply. Misinformation and any attempt to influence the selection process will be considered a definite disqualification at any stage of the process for current as well as for all future recruitments in HBFC, even if the candidate is otherwise qualified.