



# JOIN PAKISTAN'S OFFICIAL EXPORT CREDIT AGENCY!

**EXIM Bank of Pakistan**(Pak EXIM) is looking for exceptional candidates that are passionate, driven, visionary go-getters to join its seasoned team pioneering the development of Pakistan's official Export Credit Agency(ECA) to power the nation's export. We offer not just an inclusive & dynamic work environment that values diversity, innovation, and growth but also a fulfilling career path. Make Pak EXIM your career's highlight!

## Manager – Finance & Accounts – ISB.

<b>Brief Job Description</b>	Ensuring accurate financial operations, including closing entries in Oracle, maintenance of regulatory records, and proper accounting, taxation, and reconciliations. Manage the bank's Fixed Asset Register, chart of accounts, vouchers, and payment processes with strong operational controls. Support statutory reporting to the State Bank of Pakistan(SBP), coordinate required disclosures and assist in preparing financial statements. Exhibit sound knowledge of IAS/IFRS, insurance accounting, tax laws, SBP regulations, and the Banking Companies Ordinance. Supervise trial balances, update accounting policies, and work effectively on ERP systems to support daily reporting. Execute any other tasks assigned by line management.
<b>Qualification</b>	Minimum of a Bachelor's in accounting and finance, or equivalent, or other relevant fields from a leading local or international university recognised by the Higher Education Commission(H.E.C.) of Pakistan. Professional in Accounts Qualification(s) (completed/partial) will be an added advantage.
<b>Experience</b>	Minimum 3(three) years of relevant work experience. Preference shall be given to the candidates having Articleship experience.

## Executive Secretary – President's Office – ISB.

<b>Brief Job Description</b>	Provide comprehensive executive support to the President & CEO, managing all internal and external communication, mail, calls, and correspondence on behalf of the President's Office. Maintain an updated calendar for the President & CEO, arrange travel and lodging through concerned Dpts., and coordinate MAN-COM and Board meetings. Handle document flow for approvals, prepare correspondence, memos, minutes, and ensure proper organisation of meetings attended by the President & CEO. Maintain confidential records, manage an effective message service, and support the President & CEO in optimising time and productivity. Overall, the role delivers full secretarial and administrative assistance to the President & CEO. Execute any other tasks assigned by the President & CEO.
<b>Qualification</b>	Minimum of a Bachelor's in finance, commerce, business administration or other relevant fields from a leading local or international university recognised by the Higher Education Commission(H.E.C.) of Pakistan. Relevant professional qualification(s) will be an added advantage.
<b>Experience</b>	Minimum 5(five) years of relevant work experience, preferably in corporate banking, financial institutions or trade financing sectors.

## Assistant Manager – Human Resource – ISB.

<b>Brief Job Description</b>	Provide comprehensive executive support to the President & CEO, managing all internal and external communication, mail, calls, and correspondence on behalf of the President's Office. Maintain an updated calendar for the President & CEO, arrange travel and lodging through concerned Dpts., and coordinate MAN-COM and Board meetings. Handle document flow for approvals, prepare correspondence, memos, minutes, and ensure proper organisation of meetings attended by the President & CEO. Maintain confidential records, manage an effective message service, and support the President & CEO in optimising time and productivity. Overall, the role delivers full secretarial and administrative assistance to the President & CEO. Execute any other tasks assigned by the President & CEO.
<b>Qualification</b>	Minimum of a Bachelor's degree (Master's in H.R. preferred) in human resources or business administration from a leading international university or a local one recognised by the Higher Education Commission(H.E.C.) of Pakistan.
<b>Experience</b>	Minimum 3(three) years of relevant work experience in/with Development Finance Institutions/banks in Pakistan.

## APPLY NOW!

If you meet the requirements and are ready to accept the challenges for a brighter career, we are here to welcome you.

- Apply through <https://njp.gov.pk> OR send us your Curriculum Vitae(CV)/Resume, containing date-wise employment durations with designations, at the **Mailing Address:** Head of H.R. & Administration, EXIM Bank of Pakistan(Pak EXIM), 5th Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1, Islamabad, clearly mentioning the position(s) applied for.
- Deadline for submission of applications is **30th of November, 2025**.
- EXIM Bank reserves the right to reject any/all application(s) without assigning any reason whatsoever.
- EXIM Bank reserves the right to relocate employees from time to time.
- EXIM Bank reserves the right to consider your application for any position in this advertisement, in addition to the one applied for, as it deems fit and subject to eligibility.
- Candidates & their eligibility will be evaluated based on this ad, the vacancy details published on our website and those on the NJP portal.
- EXIM Bank is an equal opportunity employer, females and differently abled persons meeting the mentioned criteria are encouraged to apply. We strongly believe in and are committed to enhancing diversity and inclusion through merit.
- Only candidates shortlisted for interviews will be contacted.

**EXIMBANK.GOV.PK**

**Contributing Towards a Positive Trade Balance.**

**مثبت تجارتی توازن، مضبوط پاکستان۔**