



स्वावलम्बन लघुवित्त वित्तीय संस्था लि. Swabalamban Laghubitta Bittiya Sanstha Ltd.

नेपाल राष्ट्र बैंकबाट "घ" वर्गको ईजाजतपत्रप्राप्त संस्था (राष्ट्रिय स्तरको)
केन्द्रीय कार्यालय, बालुवाटार, काठमाडौं, फोन नं.: ०१-४४३४९२९/४४३४९२२

A Big Opportunity to Excel in Microfinance Industry !!!

Swabalamban Laghubitta Bittiya Sanstha Ltd. (SWBBL) is a leading 'D' Class national level microfinance institution, having its Central Office at Kathmandu, operated since 2058 BS. The core function of the institution is to provide financial services to targeted people, especially the women at their doorsteps. The institution is currently serving more than 250 thousand households through its branch offices located in 61 district of the country in all provinces.

SWBBL invites application from very competent, qualified Nepali national for the position of **Deputy General Manager (DGM)**. Job summary of the positions are as below: This position requires a person of exceptional caliber and competency. Selection will be based on robust set of competencies demonstrating experience and achievements on areas set below:

- Atleast Master's Degree from recognized university;
- Atleast 5 years proven working experience at mid-management level in banking and financial institution;
- Computer literacy- capable to work on office packages independently.

Job Description:

The DGM position demands but not limited, to perform following tasks with high professional standards. S/he should be responsible for said tasks and should deliver results in time. Efficiency, professionalism, integrity, high morale and result orientation are the guiding principles in delivering the tasks.

- Ensure program planning, budgeting, implementation, monitoring and reporting mechanism;
- Develop proposals, business plans, strategic documents, products and policy papers;
- Review, design and implement products and services;
- Perform and control administrative affairs, human resources management affairs;
- Ensure program quality, monitor field office performance;
- Lead human relation affairs like labour relation and grievance handling activities;
- Perform and control financial affairs of the institution;
- Perform and control MIS, CBS and other ICT affairs of the institution;
- Monitor and ensure timely reporting to regulatory bodies.

Terms of Employment:

DGM is the permanent position in the institution. The position is entitled to get compensated as per rules set by the competent authority of the institution. The position also deserves long term benefits like gratuity, insurance, loans and advances, leaves and other social security facilities as well.

- No. of Vacant Position: 1
- Age: not exceeding 40 years (45 years in case of female candidate)
- Selection Process: Written test, presentation and interview.
- No age bar for in-house permanently working candidates.

Note: This is **re-advertisement**, candidates who applied for the position in earlier advertisement, need not to re-apply.

Apply to: Interested candidates are encouraged to send their application alongwith CV in **sealed envelope** at **central office Baluwatar, Kathmandu** or write to: **hrm@swbbl.com.np** within 5:00 pm of 25th Kartik 2077.

Only shortlisted candidates will be called for selection process. Shortlisted candidates need to deposit Rs 2,000.00 and get Admission card prior to selection test. SWBBL reserves the rights to reject any or all the applications without assigning any reason whatsoever. Any type of solicitation will automatically disqualify the applicant.

२०७७/०३ सोमवार - अन्तिम