

Position: Regional Manager CAD
Division: Risk Management
Location: Head Office – Karachi

Position Summary:

Responsible for sufficiency, accuracy and legal enforceability of entire security /legal documentation and provide back office support to business which include security management, account monitoring and operational controls.

Key Responsibilities:

1. Preparation of Facility Offer Letter and charge documents of loan facilities for stamping and execution at branch level.
2. Responsible to obtain all executed charge documents along with securities in original from respective branches prior to DAC issuance.
3. Communication of observations in documents receive from branches for DAC issuance & follow up constantly for removal before DAC.
4. Issuance of DAC of fresh, renewal, rescheduled & restructured facilities after ensuring that facility is approved by competent authority as per discretionary powers, all the conditions of sanction advice or legal opinion are fulfilled or approved deferrals by competent authority are in place, execution of legally enforceable loan and security documents and receipt of collateral holding i.e. original security & charge documents.
5. Limit setup, input of detail of loan, security, disbursement / renewal in the system after DAC issuance and ensuring that all the data input by branch and approved by Regional Credit Manager is correct.
6. Maintenance of complete record files of DACs issued & recording in CAD-DATA and submission of the report to Line Manager on monthly basis.
7. Preparation of record of pending /deferred documents/formalities & submission of the same to Line Manager on monthly basis and ensuring that same are received within stipulated time from the branches.
8. Follow up from branches for deficiency in documents identified by legal audit, internal audit and regulatory audit.
9. Ensuring that correct mark-up rate (KIBOR + spread) is input in the system both at initiation and renewal stage and checking timely and correct re-pricing by the system and taking up with branches /IT for rectification.
10. Effective monitoring of drawing power of loans secured against hypothecation/ pledge through timely stock inspection reports and stock reports.
11. Quarterly verification of insurance policies.
12. Monitoring of regular receipt of stock report, outsource stock inspection reports, renewal of insurance policies and valuations of mortgaged properties and maintaining its MIS and record files.
13. Monitoring of timely renewal of expired limits.
14. Any other assignment given by the supervisor or Bank's management from time to time, keeping in view banks need.
15. Any other job assigned by the Line Manger/Divisional Head.
16. Ensure time by Submission of data/reports required by line manager/RO/HO.