

NRBC Bank PLC

Head of Facility Management Division (FMD)

Application Deadline : 07 Dec 2025

Requirements

Education

- Graduation/Post-Graduation in Civil Engineering / Electrical Engineering / Architecture / Facilities Management / Business Administration from a reputed university.
- Professional certifications in facility management, safety management, project management, or related fields will be considered an added advantage.
- No 3rd Division/Class or equivalent CGPA/GPA in any academic record is acceptable.

Experience

- At least 15 years
- The applicants should have experience in the following business area(s): Banks

Additional Requirements

- Minimum 15 years of progressive experience in facility management, engineering services, construction management, or administrative operations, preferably in Banks or large corporates.
- Minimum 5 years experiences as Head/Deputy Head of FMD/SSD/GSD/LSSD/CSD in Banks.
- Hands-on experience in branch expansion, renovation, civil & electrical work supervision, vendor management, fire safety, and fixed asset management.
- Strong in project management, cost control, facilities automation, and compliance with regulatory standards.
- Proven ability to lead large teams and drive operational excellence.

Responsibilities & Context

NRBC Bank PLC is one of the fastest-growing financial institutions in Bangladesh, recognized for its nationwide footprint, customer-centric service excellence, and strong commitment to operational sustainability. As the Bank continues to expand its network and enhance its infrastructure capabilities, we are strengthening our Facility Management Division to ensure world-class operational efficiency across all branches, sub-branches, ATM booths, CRM/CDMs, and other office establishments.

To lead this transformation, NRBC Bank PLC invites applications from competent, dynamic, and visionary professionals for the position of:

- **Rank:** Senior Vice President (SVP) to Executive Vice President (EVP)
- **Location:** Head Office, Dhaka

Key Responsibilities

Strategic Facilities Leadership

- Formulate and implement the Bank's facility management strategy ensuring efficiency, safety, cost-effectiveness, and long-term sustainability.
- Oversee Bank-wide infrastructure management including branch premises, leased properties, office buildings, ATM/CRM booths, and logistical assets.

Premises, Renovation & Maintenance

- Lead end-to-end planning, design, construction, renovation, and maintenance of branches, sub-branches, other outlets, and head office spaces.
- Ensure compliance with Bangladesh Bank guidelines, local building codes, fire safety regulations, environmental and other standards.

Asset & Equipment Management

- Manage all fixed assets related to FMD including furniture, fixtures, security equipment, electrical systems, generators, lifts, power backup.
- Ensure preventive and corrective maintenance standards to guarantee uninterrupted banking operations.
- Managing pool Cars in compliance with the regulatory requirement

Procurement & Vendor Management

- Lead procurement of construction, renovation, repair services, and facility-related equipment ensuring competitive pricing, transparency, and quality.
- Develop service-level agreements (SLAs) and monitor performance of contractors, suppliers, and facility service providers.

Safety, Security & Compliance

- Oversee implementation of fire safety systems, surveillance infrastructure, workplace safety compliance, and disaster preparedness standards.
- Ensure regular safety audits and timely risk mitigation measures across all premises.

Resource Planning & Cost Optimization

- Prepare and manage the annual FMD budget with a focus on operational efficiency and cost reduction.
- Conduct space utilization analysis, energy efficiency initiatives, and automation of facility services.

Monitoring & Reporting

- Maintain up-to-date documentation of Bank properties, project progress, and asset registers.
- Prepare periodic reports for Management, MANCOM, and the Board of Directors.

Team Leadership & Cross-Functional Collaboration

- Lead a multidisciplinary FMD team, fostering professionalism, strong accountability, and continuous improvement.
 - Collaborate with Business Units, HRD, Operations, ICC, Risk Management, and ICT to ensure seamless bank-wide facility operations.
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Compensation & Other Benefits

- Financial Benefits: Attractive compensation package based on qualification, experience, and competencies

Employment Status

Full Time

Job Location

Dhaka

Apply Procedure

Apply URL:

<https://career.nrbcommercialbank.com/>