



Startup Bangladesh Limited

Information and Communication Technology Division
Corporate Head Office: Concord Silvy Heights (8th Floor), 73A Gulshan Avenue, Gulshan-1, Dhaka-1212
Registered Office: ICT Tower (1st Floor), Plot-E 14/X, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207
www.startupbangladesh.vc | info@startupbangladeshvc.gov.bd



JOB OPPORTUNITY

Position: Head of Governance and External Affairs

Report to: Managing Director & CEO

Principal Job Role/Accountabilities

- Manage and administer all policies and procedures associated with Startup Bangladesh Limited's regulatory and financial compliance and control
- Oversee preparation and submission of all governance related filings and relevant reports/ documents in a timely and accurate manner, in coordination with legal counsel
- Review Company's investor relations materials, website, blogs, social media pages and other public media for compliance
- Train personnel on regulatory governance matters to enhance understanding and awareness throughout the organization
- Interface with regulators, examiners and outside legal counsel, as needed
- Research regulatory and government laws, rules and regulations related to ensure compliance of the organization
- Support the MD / CEO, Head of Portfolio Management in the development and implementation of Company's external affairs strategy
- Work closely with the Marketing and Communications team to deliver the Company's communications and external affairs objectives
- Establish relations and partnerships across relevant local and international organizations and communities, including within Government, Private and other development and business organisations as appropriate

Job Requirements:

- 10+ years of work experience at in either Financial Services, Investment Management / Asset Management, Venture Capital / Private Equity or top tier consulting firm in relevant industry. Working for top tier global company will be given priority
- Relevant experience of working with compliance, risk and governance of financial services, Investment Management / Asset Management, Venture Capital / Private Equity
- Relevant experience of working with governance bodies of Bangladesh in the field of Financial Services, Investment Management / Asset Management, Venture Capital / Private Equity
- Ability to build relationships with local and international stakeholders; government officials, liaison with counterparts at international organisations
- Strong academic credentials, preferably Masters/ Bachelor's degree from a renowned business school accompanied with substantive relevant experience will be given priority
- Ability to manage, work and learn with cross border / local / global teams
- Excellent business/professional English communication skills

Location: Dhaka, Bangladesh

Compensation: Commensurate with experience

Application Procedure: Interested candidates may apply with detailed CV including a cover letter sending email to info@startupbangladeshvc.gov.bd by **19/08/2021** mentioning subject as 'Application for the position of Head of Governance and External Affairs' drawing Attention to Managing Director and CEO.

Date: August 04, 2021

Memo: 56.01.0000.043.11.010.20-226

F. Jabeen
Managing Director & CEO