



## JOB DESCRIPTION

### ICBC México is searching candidates for the following Positions:

Candidates interested, please submit Your Resume in English to: [talent@icbc.com.mx](mailto:talent@icbc.com.mx)

December 9<sup>th</sup>. 2020

#### POSITION 1.

<b>Job title</b> <b>Head of Credit Assessment (Director de Evaluación de Crédito)</b>	
<b>Department</b>	Credit Assessment
<b>Hiring Manager</b>	<i>Deputy CEO</i>

#### Job purpose

The Head of Credit Assessment will organize and manage the Credit Assessment department for credit information collection, cross checking and quality assurance, to form a solid foundation for credit analysis and assessment, then to ensure the bank's good asset quality.

#### Main Duties and responsibilities

- ◆ Responsible for setting up, maintenance and improvement of the credit analysis and assessment policies, manuals and guidelines, etc., to ensure effectiveness, efficiency and high quality of the credit assessment with the purpose of good asset quality of the bank.
- ◆ Represent Credit Assessment Department and taking key responsibility for credit assessment quality to avoid with credit default or NPL. The Head has to give clear determination to the credit assessment results, terms and conditions, CPs for disbursement, risk mitigation requirements, etc. Any credit opportunity that not satisfied and agreed by the Head with written confirmation, cannot be presented to Credit Committee for discussion.
- ◆ Working as the key presenter to introduce credit proposals assessment results to Credit Committee, answering any questions, also as a member of the committee to vote accordingly.
- ◆ Coordinate and arrange credit analysis and assessment related work/procedure with other areas, support other areas for the best benefit of the bank.
- ◆ Fulfill other work or projects assigned by CEO or reporting line DCEO to the department or the Head himself/herself.

#### Qualifications

- **Education**
  - Bachelor's degree in Finance, Accounting, Business Management, Economy or related.
  - Master degree in Finance, MBA or related is a plus
- **Specialized knowledge**
  - Strong analytical skills in Corporate Credit risk. / Corporate Credit Portfolio and Industry related
- **Skills & Abilities**
  - Proven financial and credit analytic skills
  - Well organized with the capacity to prioritize tasks
  - Able to work in a fast-paced environment
  - Self-starter attitude with a keen sense to achieve targets and metrics
- **Experience (in years)**
  - 8 – 10 years in previous job background in Financial Institutions is a must
- **Other Language and %**
  - Fully Bilingual Spanish-English (100%)
- **Computer Skills (describe specific software if applicable)**
  - Proven skills in Standard Office products; Word, Excel, PP., (Bloomberg & Reuters desired)
  - Knowledge of bank systems and loan/credit operations a plus

December 9<sup>th</sup>. 2020

## POSITION 2.

<b>Job title</b> <b>IT Specialist (Banking Infrastructure)</b>	
<b>Department</b>	<i>IT</i>
<b>Hiring Manager</b>	<i>Head of IT</i>

### Job purpose

IT need a position to handle IT related work. Include IT infrastructure, IT system maintenance, business system support such as SPEI/SPID etc. He/she need to monitor, resolve, follow up production incident and implement changes. Cooperate IT Security Manager to comply with regulations and bank's policy.

### Main Duties and responsibilities

1. IT infrastructure Maintenance
  - Power Generator, UPS , Air Condition maintenance and exercise drill quarterly;
  - Site Management, install physical server, storage array, install network devices,
  - System Management: Install OS like Windows Server, Linux Server.
  - Network Management: Work with vendor to manage network devices and PBX.
  - Virtual Instructure Management: implement and maintain the v Center, ESXi, VMware
  - Devices and Inventory management
  - High Availability management such as hardware redundancy, software active-standby mode deployed.
2. Production Management
  - Responsible for IT incident management, IT changes management.
  - Responsible for maintenance of AD, WSUS, Anti-virus, DOMINO and perform drill.
  - Responsible for data management include Backup service and perform drill
  - Responsible for voice recording system, CNBV SITI application.
  - Perform the capacity and perform monitor and develop the report.
  - Install Microsoft Patches(Monthly), Linux patches (Quarterly)
  - Responsible for DRP exercise
  - Assist IT manager for DBA such as ORACLE and SQL Server

Other duties:

1. Responsible for IT manuals redact and update related to infrastructure and production part.
2. Responsible for analyze and understand the regulations related to infrastructure and production management, make proper implementation to make sure in line with regulation.
3. Assist IT staff to implement project related to infrastructure and production part.
4. Cooperate with Auditors to collect evidence.
5. Work with IT Security Team to implement any security control include server, network, system, infrastructure etc.
6. Cooperate with the bank to perform BCP related to infrastructure and production part.

### Qualifications

- **Education**
  - Bachelor degree or above in IT related majors.
- **Skills & Abilities**
  - Expert in Microsoft Active Directory, WSUS etc.
  - Specialist in Operating system like install and configuration for Windows and Linux
  - Specialist in VMWARE technology like v Center and ESXi maintenance
  - Ability to understand clearly of the rules and regulations (Banxico and CNBV).
  - Familiar with database administrator of ORACLE, SQL SERVER
  - Familiar with network configuration like routers, switches, VPN etc.
- **Experience (in years)**
  - At least 2 years of experience in system and application maintenance. Desirable in IT department in Banks.

- **Other Language and %**
  - English Fluently (100%)
  - Spanish Native (100%)
  
- **Computer Skills (describe specific software if applicable)**
  - Graduate from computer and communication technology related subject.
  
- **Personal Characteristics (meticulous, efficient, good moral quality, clear mind, proactive, etc.):**
  - Kind, optimistic, enthusiastic, patient and loyal.