



THE PUNJAB PROVINCIAL CO-OPERATIVE BANK LTD.

Head Office, Bank Square, Shahrah-e-Quaid-e-Azam, Lahore.

Telephones: 042-99211432-36. www.ppcbl.com.pk.

CAREER OPPORTUNITIES

The Punjab Provincial Cooperative Bank Limited, a **Scheduled Bank** since 1955 having network of 151 branches in the province of Punjab, with Head Office at Lahore, is looking for dynamic & high achieving business leaders for following positions at Head Office, Lahore.

Positions for I.T. Division

<p>AVP/Manager, MIS & Applications (01) Qualification: MCS, MIT / 4 years Bachelor's Degree or relevant Master degree in Computer Sciences from HEC recognized University. Experience: Minimum 5 years post qualification experience. Age Limit: 30-40 years</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Responsible to develop/ configure/ maintained all banking applications. ➤ Its testing, support and their availability to LAN & WAN Users. ➤ Responsible of Software updates on application servers. ➤ Responsible to conduct successful UAT of all applications, Access Control List & Roles for access of applications, Change Management Request forms for software applications. Close liaison with applications users & Vendors. ➤ Responsible to compliance on time for system generated MIS requirements of the bank as well as SBP. ➤ Responsible to develop customized system generated reporting requirements of the bank through Software Applications. ➤ Bank website as per business requirement by vendor or itself ➤ MS SQL Server Experience will be preferred. ➤ AutoBanker Application experience will be preferred.
<p>Officer, Applications (OG-II / OG-III) (01) Qualification: Minimum Bachelor's degree in IT/CS from HEC recognized University. Master's degree will be an added advantage. Experience: Minimum 3 years post qualification experience. Age Limit: 21-35 years</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Knowledge of operating systems (e.g. Linux, Windows Server, Exchange server). ➤ Familiarity with virtualization technologies (e.g. VMware, Hyper-V). ➤ Experience with protocols (e.g. TCP/IP, DNS, DHCP). Install, configure, and maintain operating systems, software, and hardware. ➤ Monitor system performance and troubleshoot issues
<p>Officer, System Administrator (OG-II / OG-III) (01) Qualification: Minimum Bachelor's degree in IT/CS from HEC recognized University. Master's degree will be an added advantage. Experience: Minimum 3 years post qualification experience. Age Limit: 21-35 years</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Strong understanding of network protocols ➤ Concepts such as TCP/IP, DNS, DHCP, VLANs, and VPNs. ➤ Implement security measures to protect the network from unauthorized access, malware. ➤ Other security threats. Perform regular backups of important Network Devices.
<p>Officer, Network Administrator (OG-II / OG-III) (01) Qualification: Minimum Bachelor's degree in IT/CS from HEC recognized University. Master's degree will be an added advantage. Experience: Minimum 3 years post qualification experience. Age Limit: 21-35 years</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Performs general and application control reviews for computer information systems. ➤ Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. ➤ Performs reviews of internal control procedures and security for systems. ➤ Maintains computerized audit software. ➤ Prepares audit findings and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. ➤ Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. ➤ Consults with and recommend to Departments/Divisions, Sections and staff on various operational issues related to computerized information systems and on general business operations as needed. ➤ Follows up on audit findings to ensure that management has taken corrective action(s).

Positions for Audit Division

<p>Position (4): Officer/OG-II Qualification: Minimum Bachelors degree or 16 years education related to Computer Science i.e. MBA, BS CS, BS IT, BS SE, BBIT or any degree relevant to the field of Computer Science from HEC recognized University. Candidate having certifications i.e. Information System Audit (CISA) or any other relevant to information system audit will be given preference. Experience: Minimum 5 years post qualification experience including 3 years in the field of information system auditing. Age Limit: 21-35 years</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Performs general and application control reviews for computer information systems. ➤ Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance. ➤ Performs reviews of internal control procedures and security for systems. ➤ Maintains computerized audit software. ➤ Prepares audit findings and working papers to ensure that adequate documentation exists to support the completed audit and conclusions. ➤ Prepares and presents written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to management. ➤ Consults with and recommend to Departments/Divisions, Sections and staff on various operational issues related to computerized information systems and on general business operations as needed. ➤ Follows up on audit findings to ensure that management has taken corrective action(s).
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Positions for Central Processing Unit (Operations Division)

<p>Position (1): AVP/Manager, CPU Qualification: MBA/M.Com/M.A. Eco / MPA, MCS, MIT etc from HEC recognized University Experience: Minimum 5 years post qualification experience in similar position, in a bank / financial institution. Age Limit: 30-40 years</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Supervise the entire working of CPU and ensure that the customers are being on boarded after completion of requisite formalities as per banks Standard Operating Procedure & compliance policy of the bank besides following the guide lines given by SBP. ➤ Ensure to check documents and where required, escalates to the relevant offices for completion of information, documents, and approvals as per customer Risk Profiling classified by System as Low, Medium or High, as per policy of the bank. ➤ Ensure that standard documented turn-around-time (TAT) for opening of accounts / legacy accounts maintenance and update is being strictly observed. ➤ Maintenance of data quality standards and TATs. ➤ Communication with branches and concerned teams of other divisions for obtaining relevant information and documents in the process of data entry for opening new accounts and maintenance of legacy accounts for executing bulk accounts and signature upload activities. ➤ Ensure that the Statements of Accounts are being timely dispatched to the customers on half yearly basis. ➤ Ensure timely submission of required statements /returns and report to the stakeholders as per their requirements.
<p>Position (3): Officer/OG-II/OG-III for CPU Qualification: MBA/M.Com/M.A. Eco / 4 years Bachelors Experience: Minimum 2 years post qualification relevant experience in a Bank / Financial Institution. Age Limit: 21-35 years</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ To onboard customers as per documentary / policy checklist for scrutinizing accounts data and documents forwarded by branches. ➤ Check documents and where required, escalates to the relevant offices for completion of information, documents, and approvals as per customer Risk Profiling classified by System as Low, Medium or High, as per policy of the bank. ➤ To ensure feeding of correct, verifiable and authentic data in Bank's Account Opening Applications as per laid down standards and controls. ➤ To ensure that standard documented turn-around-time (TAT) for opening of accounts / legacy accounts maintenance and update is being strictly observed. ➤ To change status of Bank's Account Opening Applications / legacy account Maintenance as Normal after due screening as per laid down standards and controls. ➤ To assist Team Leader/manager CPU in maintenance of data quality standards and TATs. ➤ Timely Compliance of instructions and policy guidelines received from higher authorities, Compliance Division and Regulators. ➤ To handle Data editing requests as per defined SOPs and TAT.

PAY PACKAGE:-Negotiable, depending upon the qualification & experience of the candidate.

- i. Interested Candidates are required to submit their applications along with self-explanatory/detailed C.V. and a recent photograph to the Head, Human Resource Division, The Punjab Provincial Cooperative Bank Ltd., Head Office, Lahore at Cooperative Bank House, Shahrah-e-Quaid-e-Azam, 5-Bank Square, Lahore **upto 5th June-2023**, in an envelope marked as: "APPLICATION FOR THE POST OF _____".
- ii. Only short listed candidates will be contacted for further deliberations. No TA/DA shall be admissible.
- iii. Selected candidates will be offered permanent / regular job status in the Bank.
- iv. We are "Equal Opportunity Provider" and value diversity.

HEAD HR DIVISION

Head Office, Bank Square, Shahrah-e-Quaid-e-Azam, Lahore.

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