



## CAREER OPPORTUNITIES

The Punjab Provincial Cooperative Bank Limited, established in 1924 & Scheduled since 1955, having network of 151 branches in the province of Punjab, with Head Office at Lahore, is looking for dynamic & high achieving individuals for the following positions:-

<p><b>Position: (I)</b>  <b>SVP/Head Internal Control &amp; Compliance Division</b>  <b>(on contract basis)</b>  <b>Qualification:</b> MBA, MA Economics, M.Com, MPA, MCS, MIT etc (relevant Master's degree) from HEC recognized University.  <b>Experience:</b> Minimum 10 years post qualification experience with at least 05 years in similar position in the Bank / financial institution.  <b>Age:</b> 40-65 years</p>	<p><b>Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>➤ Ensure that bank's operations are in compliance with Prudential Regulations, provisions of existing laws and regulations and the bank's own policies and procedures.</li> <li>➤ Establish that internal control system of the bank is well maintained by identifying the weak links.</li> <li>➤ Identify areas to improve the operational efficiency of the bank.</li> <li>➤ Keep up-to-date with changes in the regulatory environment and assessing the impact of changes on the bank.</li> <li>➤ Establish and maintain contact with key regulatory agencies and ensure that accurate data / returns are submitted to regulator and other agencies.</li> <li>➤ Monitor and report breaches and weaknesses in bank working to President and other related departments / business hubs and recommend remedial actions.</li> <li>➤ Set divisional and individual goals and manage staff in IC&amp;C Division, highlight areas of development of staff for competency development.</li> <li>➤ Perform other related functions that to ensure AML/CFT compliance framework in the bank.</li> <li>➤ Any other relevant task assigned by the competent authority of the bank from time to time.</li> </ul>
<p><b>Position (01)</b>  <b>Manager, Information Security</b>  <b>(on contract basis)</b>  <b>Qualification:</b> Minimum Bachelors degree in IT/CS from HEC recognized University. Master's degree will be an added advantage  <b>Experience:</b> Minimum 3 years post qualification experience.  <b>Age Limit:</b> 30-40 years</p>	<p><b>Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>➤ Security strategy, assessment, designing and implementing security strategy, governance frameworks over processes, controls, organization and infrastructure to management cyber security.</li> <li>➤ Create Information Security Awareness session and take feedback.</li> <li>➤ Security transformation programs – design and managements and / or remediation programs to address risks-identity and access management (IDAM), assessing current IDAM practices, privileged assess and re-certification programs.</li> <li>➤ Breach and incident management, design and implementation of breach and major incident management practices.</li> <li>➤ Monitor legal and regulatory changes; identify and correct gaps in security program coverage and business processes.</li> <li>➤ To Assist in developing and enforcing the organization's Security Policies, Standards, and Guidelines, Security Awareness, Security Information.</li> <li>➤ Provision of security services to business users and staff.</li> <li>➤ Security Incident Response Program (SIRP) manages to lead with the team of external vendor.</li> <li>➤ Monitoring Fire Eye (HX, EX, NX) with all the incidents communicate with management at earliest.</li> <li>➤ To manage security Web Proxy</li> <li>➤ To manage complete Endpoint Security of Entire Bank via Apex One / Central / Deep Security.</li> <li>➤ To management, lead and direct information security of the Bank in achieving the department's objectives.</li> <li>➤ To manage Deep Security Analyzer.</li> <li>➤ To manage Email Gateway</li> </ul>
<p><b>Position (01)</b>  <b>Manager, System Administrator</b>  <b>(on contract basis)</b>  <b>Qualification:</b> Minimum Bachelors degree in IT/CS/BSC from HEC recognized University. Master's degree will be an added advantage  <b>Experience:</b> Minimum 3-4 years post qualification experience. Additional Certifications on Microsoft, Cisco, Linux, or any other relevant areas will be a plus  <b>Age Limit:</b> 30-40 years</p>	<p><b>Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>➤ Administration and deployment of SAN/NAS &amp; Virtual SAN</li> <li>➤ Administration and deployment of Endpoint Protection Systems</li> <li>➤ Administration and deployment of VMware vSphere 6.5+</li> <li>➤ Good knowledge of Cloud Services including Azure &amp; AWS</li> <li>➤ Administration and deployment Server, Application and Network Monitoring Tools</li> <li>➤ Expertise on Windows Server 2016/2019, AD, DC, GPO, DNS, DHCP</li> <li>➤ Administration and deployment Exchange 2016+</li> </ul>
<p><b>Position: (03)</b>  <b>Officer/OG-II (BS-5)</b>  <b>Audit Division (on regular basis)</b>  <b>Qualification:</b> Preferably CA inter or MBA (Finance / Accounts), M.Com or M.A. Economics from recognized University. Certification – Information System Audit (CISA) will be preferred.  <b>Experience:</b> Minimum 02 years in a commercial Bank.  <b>Age:</b> 28-35 years</p>	<p><b>Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>➤ To conduct audit of the Branches in the Punjab and Head Office.</li> <li>➤ To prepare gist of Inspection Reports for higher authorities of the assigned zone.</li> <li>➤ To make correspondence &amp; maintain its record of allotted zones and same information updated in computer.</li> <li>➤ To review the adequacy of general controls in place covering areas such as IT strategic &amp; business planning; Information Security, development and acquisitions &amp; IT Procurements.</li> <li>➤ To perform technical / specialized reviews such as conduct of periodic internal vulnerability assessment, penetration testing, incidents reports, computer forensics and review of emerging technologies e.g. cloud computing, virtualization, mobile computing etc.</li> <li>➤ Any other duty assigned from time to time.</li> </ul>

**Pay Package:** Negotiable, depending upon the qualifications / experience of the candidates.

- i. Interested Candidates are required to submit their applications along with self explanatory / detailed CV and a recent photograph to the Head Human Resource Division, The Punjab Provincial Cooperative Bank Limited at Cooperative Bank House, Shahrah-e-Quaid-e-Azam, 5-Bank Square, Lahore within 15 days of publication of advertisement, in an envelope marked as "APPLICATION FOR THE POST OF \_\_\_\_\_".
- ii. Only short listed candidates will be contacted for further deliberations. For the positions on contract basis, selected candidates will be offered 3 years contract on mutually agreeable terms and conditions. The Selected candidates should meet the "Fit & Proper Test" Criteria of the SBP.
- iii. No TA/DA shall be admissible.

**HEAD HR DIVISION**  
**Bank Square, Shahrah-e-Quaid-e-Azam, Lahore.**  
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