



PPCBL

THE PUNJAB PROVINCIAL COOPERATIVE BANK LIMITED

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, Auto Banker Application experience will be preferred.
<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 2 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>AVP / Manager, Database Administrator –SQL Server (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"> ➤ Configure and maintain database servers and processes, Monitor System Health and performance ➤ Ensure high level of performance, availability, sustainability and security, Analyze, solve and correct issues in real time. ➤ Provide suggestions for solutions, Refine and automate regular processes, track issues and document changes ➤ Assist developers with query tuning and Schema refinement, develop queries and update the databases
<p>Officer Database 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 2 year post qualification experience. Age Limit: 21-35 years</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Perform scheduled maintenance and support release development activities after working hours <p>Other Requirements:</p> <ul style="list-style-type: none"> ➤ Must know SSIS (SQL server Integration service), Must know crystal reports, ➤ Must be able to write scripts/stored procedures & must be able to write indexes and should have strong knowledge. ➤ Build database systems of high availability and quality depending on each end user's specialized role ➤ Minimize database downtime and manage parameters to provide fast query responses ➤ Perform tests and evaluations regularly to ensure data security, privacy and integrity ➤ Monitor database performance, implement changes and apply new patches and versions when required ➤ Managing database access and permissions, liaising with applications/operational staff, IT project managers and other technical staff, Monitoring system performance and identifying problems that arise. ➤ Responding in a timely manner to user-reported errors, protecting the database against threats or unauthorized access. ➤ Ensuring that the database is adequately backed up and able to be recovered in the event of memory loss/disaster ➤ Reporting on metrics regarding usage and performance, Suggesting changes and improvements for database maintenance or protection.

Positions for Finance Division

<p>VP / Dy. Head, Budget, Tax & Expense Control (01) Qualification: CA, ACMA, ACCA, MBA Finance (Relevant degree in Accounts & Finance) Experience: Minimum 08 year post qualification experience and at least 03 years experience in a bank / financial institutions. Age Limit: 35-50 years</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ The candidate must have skills of Budgeting, Forecasting, ERP, Banking, Internal Control, Taxation ➤ Work closely with the CFO in developing a comprehensive budgeting and forecasting model for the bank ➤ Preparing the annual operating budget and capital budget, that is aligned with the bank's business plan and strategy ➤ Presenting financial forecasts on a monthly basis and related presentations, including but not limited to budget variance analysis, product profitability analysis and ratio analysis to higher management. ➤ Perform variance analysis on budgets and forecasts and present analysis to CFO and higher management. ➤ Develop systems of internal control to ensure all expenditure (operating and capital) made by the bank is in accordance with the policies and within the approved budget. ➤ Any other duties assigned by the authorities
<p>VP / Dy. Head, Business Intelligence (01) Qualification: MB-IT, MS-CS, MSC Data Sciences, MBA, relevant certifications Experience: Minimum 08 year post qualification experience and at least 04 years experience in data analysis and business intelligence. Age Limit: 35-50 years</p>	<p>Responsibilities:-</p> <ul style="list-style-type: none"> ➤ The Candidate must have skills of SQL, Data Modeling, Mining & Analysis, Programming Languages, Banking, Business Process Engineering ➤ Manage, develop, and grow a team of Data Warehouse and Business Intelligence specialists and business analysts. ➤ Drive a business intelligence roadmap, prioritize analysis requests to balance the operational and strategic information needs of the bank ➤ Collaborate with different Divisions of the Bank to design and develop information management capabilities ➤ Manage and customize all ETL processes as per requirement and analyze all processes for same. ➤ Perform analysis on organizational processes and provide appropriate results. ➤ Prepare architecture for data, prepare strategies and provide business object solutions as per requirements. ➤ Coordinate with Core Banking Application and other systems and ensure compliance to all enterprise data model according to data standards. ➤ Any other duties assigned by the authorities

- Pay Package:** Negotiable, depending upon the Qualifications & Experience of the candidate
- 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 Shahrah-e-Quaid-e-Azam, 5 bank Square, Lahore upto 18th September, 2023, in an envelope marked as "APPLICATION FOR THE POST OF _____".
 - Only shortlisted candidates will be contacted for further deliberations. No TA/DA shall be admissible
 - Selected candidates will be offered Permanent / Regular Job status for positions of IT Division & contractual Status for positions of Finance Division in the Bank.
 - 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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