



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, 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.

Positions of RMD & CAD

<p>VP/Dy. Head Credit Administration Division (01)</p> <p>Qualification: MBA, MA Economics, M.Com, MPA, MCS, MIT etc. (Relevant Master's degree).</p> <p>Experience: Minimum 08 years post qualification exp. with 03 years in similar position, in a bank / financial institution. Courses attended related to relevant job position and banking will be an added advantage.</p> <p>Age Limit: 35-50 years</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Ability to handle multiple tasks, excellent analytical, presentation and communication skills, strong and in-depth knowledge of Credit Administration, Loan Approval & disbursement Process, Prudential regulation, Bye laws, policy, procedures, legal documentation, collateral management and skill set for team building, trouble shooting and solution oriented. <p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> ➤ Formulate plans for centralized disbursement units, development of required policies & procedures, setting up appropriate infrastructure and implementation of approved guidelines under guidance of the senior management. ➤ Bank wide handing of CAD function and allied operational & administrative matters. As a member committee / delegated authority, process & present memos, approvals, exceptions, waivers, meeting invitations, presentation etc. for discussion/ approval of competent authority. Liaison with legal counsel, valuers, auditors, external agencies etc. and reviewing the annual performance of 3rd party service providers related to Credit Process in coordination with all relevant stake holders. ➤ Review & finalize policies, procedures and allied documents in coordination with all stake holders to keep them updated and aligned. Analyze & monitor portfolio for compliance of lending formalities, improvement in credit discipline reconciliation of consolidated / customized reports for monitoring purpose, presentation of findings and discussion of corrective/ remedial action with management/ reporting officials ➤ Liaison, correspondence & follow up with Zones/Divisions for smooth functioning and resolution of issues and organize and Coordinate meetings & presentations etc. Provide necessary guidelines & instructions to support staff and field and streamline the administrative and operational affairs.
<p>AVP/Manager Credit Administration Division (01)</p> <p>Qualification: MBA, MA Economics, M.Com, MPA, MCS, MIT etc. (Relevant Master's degree).</p> <p>Experience: Minimum 05 years post qualification exp. with 02 years in similar position, in a bank / financial institution. Courses attended related to relevant job position and banking will be an added advantage.</p> <p>Age Limit: 30-40 years</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Ability to handle multiple tasks, excellent analytical, presentation, communication skills and team player, in-depth knowledge of Credit Administration, Loan Approval & disbursement Process, Prudential regulation, Bye laws, policy, procedures, legal documentation and collateral management etc. <p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> ➤ Assist to formulate plans for centralized disbursement units, procedures, policies and implementation of approved guidelines. Assist and manage bank wide handing of CAD function and allied operational & administrative matters ➤ Liaison with legal counsel, valuers, auditors, external agencies etc. and review of 3rd party service providers for enlistment as per recommendation by the relevant stake holders. Review & process policies, procedures and allied documents. Review & monitor portfolio for compliance of lending formalities and preparation & reconciliation of consolidated / customized reports for monitoring purpose. ➤ Liaison, correspondence & follow up with Zones/Divisions for smooth functioning. Coordinate meeting schedules, follow ups, maintenance of record & filing system, matters related to HR & Admin.
<p>Officer OG-II / Information Security Function (01)</p> <p>Qualification: MBA/M.Com/MA.Eco/04-years Bachelors in relevant area like BBA/BSCS etc. with Min 2.5 CGPA on a scale of 4.0 / Min 50% in case of annual system.</p> <p>Experience: Minimum 02 years post qualification relevant experience. Certification / courses i.e. CEH, CCNA, MCSE etc. will be an added advantage.</p> <p>Age Limit: 21-35 years</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Well versed upon Systems Security, Application Security Firewalls, Manageable Switches <p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> ➤ Assist in the identification and analysis of potential security incidents. Collaborate with Manager Info Sec to investigate and determine the nature and scope of security threats. Review and prioritize security alerts, escalating them to the appropriate team members when necessary. Ensure timely response to critical incidents. ➤ Maintain detailed incident records, documenting incident details, actions taken, and lessons learned to improve future incident response. Stay updated on the latest cybersecurity threats, vulnerabilities, and industry trends. Contribute to threat intelligence gathering and analysis. ➤ Gain proficiency in the use of various security tools, including endpoint detection and response (EDR) solutions, and network monitoring tools. Collaborate with other IT and security teams to ensure a coordinated response to security incidents and vulnerabilities. Perform vulnerability assessments and penetration testing to identify weaknesses. ➤ Implement and manage advanced security controls and technologies. Conduct regular security assessments to ensure compliance with policies and standards.

Positions for I.T. Division

<p>AVP/Manager I.T Governance & Compliance (01)</p> <p>Qualification: MBA, MA Economics, M.Com, MPA, MCS, MIT etc. (Relevant Master's degree).</p> <p>Experience: Minimum 05 years post qualification exp. with 02 years in similar position, in a bank / financial institution</p> <p>Age Limit: 30-40 years.</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Strong audit management skills, quantitative and analytical skills. Ability to work under pressure and tough deadlines and audit activities within the scope of work and manage priorities and deadlines. Possess good written, interpersonal and communication skills. <p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> ➤ Direct the preparation, maintenance and compliance of IT policies and procedures to ensure compliance with regulations and standards. Manage internal, external, SBP and any Audits and keep strong follow up with IT units for compliance with all outstanding observations. ➤ Monitor and report the progress of IT Risk, VAPT, Audit and SBP inspection compliance etc. Ensure the compliance of the SBP's ETGRM Frame work. Reporting on IT performance against established metrics to identify areas for improvement. ➤ Lead Governance, Risk and Compliance (GRC) solutions and related projects.
<p>AVP/Manager Systems (01)</p> <p>Qualification: MBA, MA Economics, M.Com, MPA, MCS, MIT etc. (Relevant Master's degree).</p> <p>Experience: Minimum 05 years post qualification exp. with 02 years in similar position, in a bank / financial institution</p> <p>Age Limit: 30-40 years.</p>	<p>Skills Required:</p> <ul style="list-style-type: none"> ➤ Hands on experience as Systems Administrator in the field of IT Infrastructure including Data Center Services, DR Site, Servers, Storages, Hardwar, Software, VMWare. Implement and maintain disaster recovery, fault tolerance and fallback solutions for virtual environment like VMWare, Hyper-V. & Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure. <p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> ➤ Manage IT physical and virtual infrastructure VMWare, Veeam backup for any banking organization. Manage, maintain, and optimize hardware performance by upgrading servers, internal network within virtual environment. ➤ Implement security patches in all servers, and other appliances. Manage end point security by keeping EDRs, Avs & patch management up to date for all clients. Manage storage area network for clients, wherever applicable & manage and maintain access rights and file server security. ➤ Manage complex domain environment i.e., domain controllers, Azure AD, active directory, in multi-site and on-prem. Responsible for installation and configuration of MS Exchange server & for the installation and configuration of new software and hardware, including the server network, devices. ➤ Responsible for monitoring system performance, IT system operations and storage utilization & Manage user accounts and assets, and assigns and updates security permissions on the network according to security policy. Installation and configuration of Veeam backup and recovery software. Solar Winds NMS and Manage Engine helpdesk software.

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. on a format available on Bank's website 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 19th August, 2024**, 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 the positions of AVP/Manager CAD, AVP/Manager I.T Governance & Compliance, AVP/Manager Systems & Officer ISF and contractual Status for the position of VP/Dy. Head CAD, in the Bank.
- We are "Equal opportunity Provider" and value diversity.

HEAD HR DIVISION

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