

# CAREER OPPORTUNITIES IN BANKING

The Bank of Punjab is one of the fastest growing Banks in Pakistan with profound existence of over 33 years. It operates through a network of **780+** real-time online branches and **700+** ATMs across the country. The Bank has established a strong foundation while offering premium banking services with a major focus on unsurpassed value-added services for its customers through advanced solutions.

In line with the Bank's progression strategy, we invite applications from experienced, dedicated and performance-driven professionals for the following positions in **Internal Audit Function Group**. The following job profile offers an excellent opportunity for the right candidates desirous of building a long term career in a dynamic organization:

Position	Job Summary / Major Responsibilities	Eligibility Criteria
<p><b>Team Manager</b></p> <p><b>Grade: OG-I to VP</b></p> <p><b>Location: Karachi</b></p>	<ul style="list-style-type: none"> <li>▪ Manage execution of audit of branch / office engagements within budgeted time lines and prepare audit reports for review of Regional Head Operational Audit.</li> <li>▪ Allocation of Resources according to risk profile of auditable entity. Perform audit area assigned to him by Regional Head carrying significant Risk.</li> <li>▪ Review / validate sample arrived at by each team mate of his assigned area of audit. Conduct opening meeting and document it and ensure Active participation in conclusion meeting with the Regional Head where required.</li> <li>▪ Escalate critical issues that warrant immediate action with Management through Regional Head / HOA.</li> <li>▪ Consolidation of exceptions according to their significance (to formulate Audit Report).</li> <li>▪ Review work of direct reports and assure that audit work has been properly documented and issues have been correctly assessed on the basis of adequate audit evidence and work has been performed as per audit checklists / programs thus ensuring the Audit Quality. Keep involved in continuous coaching process and continually assess work being performed for greater efficiencies and effectiveness.</li> <li>▪ Discuss audit observations with branch officials and obtain management action plan on these observations and give recommendations there against. Ensure maintenance of proper working papers for archiving of all areas audited by the team.</li> <li>▪ Conduct special engagement / review (including Fraud / Complaint investigations etc.) whenever assigned by the Regional Head covering all aspects to the satisfaction of Regional Head / HOA.</li> <li>▪ Prepare the Provisional Audit Rating of the branches and submit to Regional Head Audit.</li> <li>▪ Keep abreast of latest developments/changes and enhance professional knowledge and constructive adjustment in the changed environment and emerging trends.</li> <li>▪ Be alert for new developments and discuss their significance / implication as to audit procedures. Initiate new ideas and discuss with senior members / counterparts for their implementation and / or escalation for decision.</li> <li>▪ Keep evidence of dispatch of Balance Confirmations in the working papers file duly signed by the Branch Operations Manager.</li> </ul>	<p><b>Qualification:</b> Minimum Bachelor's Degree from a HEC recognized/ Foreign University. Preference will be given to Master Degree holders.</p> <p><b>Experience:</b> Minimum 04 Years of Relevant experience. Preference shall be given to candidates having Trade related banking experience.</p> <p><b>Age:</b> Up to 55 years as of Jan 11, 2024.</p>

## Important Note:

- a) Only shortlisted candidates shall be called for interview. No TA/DA will be admissible.
- b) The Bank of Punjab reserves the right to accept or reject any application(s) without assigning any reason(s) thereof.
- c) The Bank is an equal opportunity employer. Females, Minorities, PWDs and Transgenders are encouraged to apply.
- d) The above positions carry market-based competitive remuneration.

Individuals fulfilling the above-mentioned criteria are encouraged to apply online through BOP career portal <https://www.bop.com.pk/Available-Jobs> Latest by **January 11, 2024**.