

The individuals who fulfill the below basic-eligibility criteria may apply for the following position based in **Karachi**.

<b>01</b>	<b>Position / Job Title</b>	<b>Regional Support Manager – Internal Controls (AVP / VP)</b>
	<b>Reporting to</b>	Regional Executive – Internal Controls
	<b>Educational / Professional Qualification</b>	<ul style="list-style-type: none"> <li>• Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC</li> <li>• Candidates having a Master's degree and / or relevant certification(s) will be preferred</li> </ul>
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 08 years of experience in Banking and / or Financial Institution, out of which at-least 03 years of experience in Internal Controls / Branch Operations / Compliance / Audit / Risk Management is mandatory</li> <li>• Candidates having experience of working in a similar role will be an added advantage</li> </ul>
	<b>Other Skills / Expertise / Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Strong understanding of relevant laws, standards, regulatory requirements and Bank's policies / procedures</li> <li>• Proficient in MS Office suite (Outlook, Excel, Word, PowerPoint)</li> <li>• Detail-oriented with a strong sense of ethics and integrity</li> <li>• Good analytical and critical thinking skills</li> </ul>
	<b>Outline of Main Duties / Responsibilities</b>	<ul style="list-style-type: none"> <li>• To monitor regulatory compliance and adherence of Internal Control procedures in branch operations</li> <li>• To conduct Internal Control Testing of branches, including Branch Operations Control Testing (BOCT), Internal Controls over Financial Reporting (ICFR), Risk Controls Self-Assessment (RCSA), Thematic Reviews on periodic basis with the perspective to implement robust internal Control Framework for fraud prevention and / or detection</li> <li>• To identify and rectify any Internal Control shortcomings in liaison with regional management team at the branches</li> <li>• To coordinate with branches for rectification of diarized audit findings and its submission for closure thereof</li> <li>• To coordinate with State Bank of Pakistan (SBP) team for provision of data / Information and inspection of branches</li> <li>• To provide necessary support to Learning &amp; Development Division in imparting trainings to regional / branch employees related to internal controls, compliance requirements, AML / KYC, State Bank of Pakistan (SBP) rules &amp; regulations</li> <li>• To collaborate with different branches for provision of information required to report prompt exceptions, Suspicious Transaction Report (STR), Cash Transaction Report (CTR) &amp; other regulatory non-compliance, if any</li> <li>• To ensure compliance of banking laws, regulations, Bank's instructions and Standard Operating Procedures (SOPs)</li> <li>• To organize and maintain all the relevant files / documentations and ensure comprehensive records maintenance related to Regional Office - Internal Controls</li> <li>• To ensure all audit requirements and observations are addressed (both internal and external) and implement measures to minimize and curtail recurrence</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul>