BANK OF AZAD JAMMU & KASHMIR
CAREER OPPURTUNITIES

Bank of Azad Jammu & Kashmir (BAJK), a State owned commercial bank, which is rapidly growing in terms of its branch network and business diversity, invites applications against the following positions from professionals with proven track record and capacity act as a catalyst for transformation in a dynamic and challenging environment in the area of Branch Banking. The Individuals who fulfill the below-mentioned basic eligibility criteria may apply for the following positions.

Position	**Branch Manager / Operations Manager**
Basic Eligibility Criteria	
Academic/ Professional Qualification	Minimum graduate from a reputable HEC recognized University/College/Institute. However, preference will be given to Master's degree holders in the field of Commerce, Economics, Business Administration, or Banking related discipline from University/Institute recognized by HEC.
Experience	Minimum 10 Years Banking experience out of which 3 years must be as Branch/Operations Manager.
Knowledge/other Skills/ExpertisePreferred	Strong IT Skills
Age	Upto 55 years (Can be relaxed in deserving cases)
Nationality / Domicile	Preference shall be given to State Subjects of AJ&K
Place of Posting	Branches operating in the districts of Muzaffarabad, Mirpur, Poonch, Kotli, Bagh, Hattian Bala, Neelum Valley, Haveli, Sudhnuti, Bhimber

Outline of Main Duties/Responsibilities

- Overall management of branch affairs including development of business,achievement of KPIs through marketing and promotion of BAJK products.
- To ensure smooth and error free services to customers and timely attendance of their complaints and queries.
- To execute and deliver branch's annual business plan and budget.
- To monitor and periodically review credit portfolio of the Branch (where applicable).
- Performance evaluation and mentoring of the reporting staff.
- To ensure internal controls and compliance of Bank's SOPs.
- To be responsible for stringent and proactive internal control mechanisms.
- To monitor and ensure prompt rectification of audit related objections.

Interviews	• Only shortlisted applicants strictly meeting the above-mentioned basic eligibility criteria will be invited for panel interviews.

Interested candidates may visit website www.bankajk.com. & send their CVs/Applications on the following address by clearly mentioning the position applied for in bold writing, not later than **October 15, 2020**.

The candidates should clearly mention their Name, Father's Name, Date of Birth, CNIC Number, Qualification with percentage / CGPA/ Division, Place of Domicile and complete Current Mailing/ Residential Address with Telephone Numbers Landline/ Mobile in their Resume/ Application and send us the same on the mailing/e-mailing address given hereunder.

Divisional Head,
Human Resource Management Division,
Bank of Azad Jammu and Kashmir,
Head Office, Bank Square, Chatter, Muzaffarabad AK
(05822-924350, 05822-924264)
E-mail Address: manager_hrd@bankajk.com

For Placing on BAJK web site Please.
24.9.52

DH. IT