

**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 to perform as a catalyst for transformation in a dynamic and challenging environment in the area of **Audit & Inspection**.

The individual who fulfill the below-mentioned basic eligibility criteria may apply for the following positions.

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| (1): Position Job Title | Team Leader |
| Academic Qualification | Minimum Graduation from a University/Institute recognized by HEC. |
| Experience | Minimum 20 years in banking out of which at least 10 years must be in Audit. |
| Age | Maximum 60 years (Age limit can be relaxed in deserving cases) |
| Nationality / Domicile | Pakistani / Preference shall be given to State Subjects of AJ&K |
| Outline of Main Duties/Responsibilities | <ul style="list-style-type: none"> • To conduct field audits/desktop reviews for improvement in internal control environment of the unit. • Conduct audit sampling and Audit of branches, zones, regions and head office. • Objectively assess the Bank's IT and / or business processes. • Assess the Bank's risks and the efficacy of its risk management efforts. • Ensure that the organization is complying with relevant laws and statutes. • Evaluate internal control and make recommendations on how to improve. • Ensure that Audit system is timely updated. • Identifying shortfalls or gaps in processes. • Promote ethics and help identify improper conduct. • Assure safeguards. Provide an opinion and communicate the findings and recommendations in Audit reports. • Perform special/desktop reviews, control design reviews, process reviews to identify control gaps and leakage of income as assigned by the Audit Manager / Competent authority. • Provide effective mentoring and coaching to the staff under supervision. • Demonstrate a healthy and positive relationship with colleagues in Internal Audit/ auditee and handle situations, like disagreement/ misunderstanding, in an effective manner without compromising on professional standards, code of conduct and audit objectives. • Conduct investigation of assigned fraud / burglary incidents and due diligence assignments in accordance with policies and procedures and in compliance with other internal and regulatory requirements. • Review and comprehend bank / SBP circulars to keep updated with the changes for application during audits / reviews. • Ensure compliance of the Internal Audit - Code of Conduct. • Any other responsibility assigned by the competent authority. |
| Interviews: | Only shortlisted candidates strictly meeting the above mentioned basic eligibility criteria shall be called for interviews for selection process. |

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| (2): Position Job Title | Auditor |
| Academic Qualification | Minimum Graduation from a University/Institute recognized by HEC. |
| Experience | Minimum 05 years in Audit. |
| Age | Maximum 40 years |

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| Nationality / Domicile | Pakistani / Preference shall be given to State Subjects of AJ&K |
| Outline of Main Duties/Responsibilities | <ul style="list-style-type: none"> • Assist Team Leader for conducting audit of Head office, Regions, Zones and Branches including GL reviews. • Assist team leader in conduct of audit as per assigned audit plan and in line with the Engagement Plan under supervision of Audit Manager and document the assigned duties described in the work programs. • Plan and complete audits and work assigned in an effective, efficient and timely manner. • Prepare working papers of areas audited. These should be documented in sufficient and appropriate details to justify the conclusion. • Assist Team Leader in preparation of Audit Reports. • Discuss audit findings, with the auditee, under the supervision of Team Leader. • Ensure all working papers are reviewed by the Team Leader before they are finalized and closed in the Audit system. • Prepare the working paper file for archiving and assist in the closure of the Audit System file. • Assist team leader in any other task assigned Other Reviews / Tasks. • Maintain all record keeping of audit files and other documents. • Assist in coaching and motivating other team members Perform any other task assigned by the line Management. |
| (3): Position Job Title | EDP Auditor |
| Academic Qualification | Minimum Graduation from a University/Institute recognized by HEC. |
| Experience | Minimum 05 years in Audit. |
| Age | Maximum 40 years |
| Nationality / Domicile | Pakistani / Preference shall be given to State Subjects of AJ&K |
| Outline of Main Duties/Responsibilities | <ul style="list-style-type: none"> • Assist Team Leader for conducting audit of Head office, Regions, Zones and Branches including GL reviews. • Assist team leader in conduct of audit as per assigned audit plan and in line with the Engagement Plan under supervision of Audit Manager and document the assigned duties described in the work programs. • Plan and complete audits and work assigned in an effective, efficient and timely manner. • Prepare working papers of areas audited. These should be documented in sufficient and appropriate details to justify the conclusion. • Assist Team Leader in preparation of Audit Reports. • Discuss audit findings, with the auditee, under the supervision of Team Leader. • Evaluates data processing systems and operating procedures in accordance with established corporate standards for efficiency, accuracy and security. • Determines and recommends improvements in current standards and the implementation of system changes. • Being an EDP Auditor provides management with results of audits on applications, systems and programs. • Ensure all working papers are reviewed by the Team Leader before they are finalized and closed in the Audit system. • Prepare the working paper file for archiving and assist in the closure of the Audit System file. • Assist team leader in any other task assigned Other Reviews / Tasks. |

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| | <ul style="list-style-type: none"> • Maintain all record keeping of audit files and other documents. • Assist in coaching and motivating other team members Perform any other task assigned by the line Management. |
| Interviews: | Only shortlisted candidates strictly meeting the above mentioned basic eligibility criteria shall be called for interviews for selection process. |

Interested candidates may visit website www.bankajk.com & send their CVs/Applications on the following addresses not later than August 10, 2021.

The candidates should clearly mention their Name, Father's Name, Date of Birth, CNIC Number, Qualification with percentage / CGPA/ Division, Experience Certificate, Release letter (If applicable), Place of Domicile and complete Current Mailing/ Residential Address with Telephone Numbers Landline/ Mobile in their Resume/ Application. The selected candidates shall be paid competitive packages.

Applications received after deadline will not be considered in any case. No TA/DA will be admissible.

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